



Manage Timesheets

SAP Fiori Quick Reference Guide (QRG)

Audience: Capital Labor Accountants and Time Sheet Reporters

The purpose of this Quick Reference Guide (QRG) is to demonstrate how to **Manage Timesheets** in **Fiori**.

The steps to Manage Timesheets are as follows:

Quick Processes:

1. Enter and Edit Time in CATS
2. Enter Time in CAT2 by Admin and Approvers
3. Approve Time
4. Run Time Management Reports

Tips & notes:

- **Tip:** Access Fiori via Google Chrome for optimal performance.
- **Tip:** Wait for a few moments for the Fiori app to open.
- **Tip:** Wait for a few moments for the SAP GUI app to open.
- **Note:** All Fiori system fields marked with an asterisk are required and must be completed.

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Process 1 - Enter and Edit Time in CATS

Here is the process of entering and editing time by the Requestor. Let us first understand how to create an assignment. The steps to create an assignment are:

- a) Login to SAP Fiori using your SSO. Scroll down to the **Time Collection** section and click the **My Timesheet** app.



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- b. The **Overview** tab appears. Navigate to the **Assignments** tab to create an assignment that will be used add timesheet data.
- c. The **My Timesheet: Assignments** tab displays a list of all the assignments that you may use to add timesheet data.
Click the **Create** drop-down to create a new assignment.
- d. Select the **Assignment** option.

verizon My Timesheet

Babz Jewell
(Default position / 99999999 / 01286981)

Overview To Do List (33) **Assignments** Assignment Groups

Assignments available in navigation period (from 14.02.2021 to 18.04.2021) are currently displayed.

All (6) Active (6) Inactive (0) Search

<input type="checkbox"/>	Name	Project definition	Activity Code	Location	Vast Id	WBS element	Receiver cost center	Att./Absen type	Valid From	Va
<input type="checkbox"/>	new training	VZ-00002134	04A	0200282460	10038	VZ-00002134.C.9108		WRK	Active	01.03.2021 31.03.
<input type="checkbox"/>	Training	VZ-00002182	04A	0200288624	10038	VZ-00002182.C.9108		WRK	Active	01.01.2021 31.03.
<input type="checkbox"/>	Trainer	VZ-00002310	01A	0200282460	25129	VZ-00002310.E.9108		WRK	Active	01.03.2021 12.03.

Create Assignment Assignment Group Copy Delete

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- e. Enter the assignment name to be created in the **Name** field. In this example, enter **Training Demo**.
- f. Click the **Validity Period** field.
Note:
 - Validity period is the period in which the assignment will be used.
 - All the mandatory fields are marked with an asterisk.

< verizon My Timesheet ▾

Create Assignment

Header Details

*Name: Training Demo e Status:

*Validity Period: - f

Details

Attributes ⓘ

*Project definition:

*Activity Code:

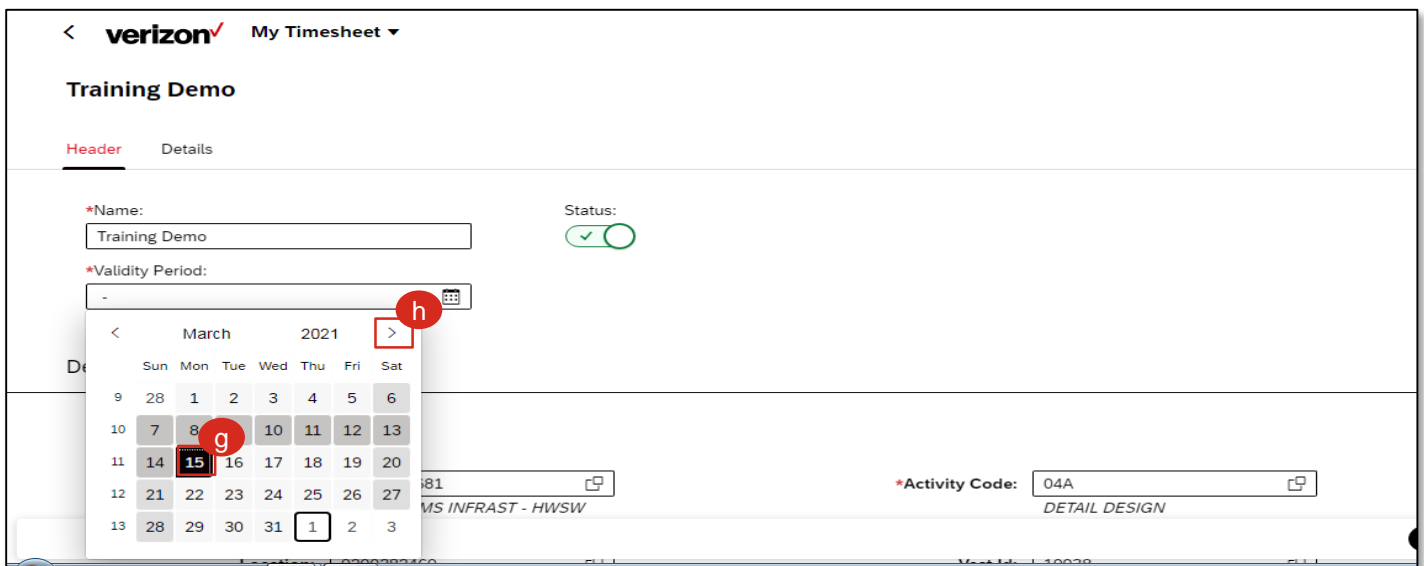
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- g. Select the start date for the validity period. In this example, select **15-Mar-2021**.
- h. Click the **next** arrow to view the next month.
- i. Select the end date for the validity period. In this example, select **30-Apr-2021**.



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j. Click the **Project definition** field.

The screenshot shows the 'Create Assignment' screen. The 'Project definition' field is highlighted with a red box and a red 'j' callout. The field contains the value 'VZ-00002681' and the description 'ADV COMMS INFRAST - HWSW'. Other fields include 'Name: Training Demo', 'Validity Period: 15.03.2021 - 30.04.2021', and 'Activity Code: 04A'.

k. The **Select: Project definition** pop-up screen appears. Enter the project code or description to associate with this assignment. in the **Search** field. In this example, enter the project code as **VZ-00002681** and press **Enter** key.

The screenshot shows the 'Select: Project definition' pop-up screen. The search field contains 'VZ-00002681' and is highlighted with a red box and a red 'k' callout. The screen displays a table of project definitions with columns for 'Project def.(Key)' and 'Description'.

Project def.(Key)	Description
VC-0000001	DO NOT USE R12A-1 CONVERSION PROJECT
VC-0000002	DO NOT USE R12A-1 POST CONVERSION PROJEC
VC-0000003	DO NOT USE R12A CONVERSION PROJECT
VC-0000004	DO NOT USE R12A POST CONVERSION PROJECT
VC-0000005	DO NOT USE VZ 2.0 R12A-1 CONVERSION PROJ
VC-0000006	DO NOT USE VZ 2.0 R12A-1 POST CONVERSION
VC-0000007	DO NOT USE VZ 2.0 R12A CONVERSION PROJEC

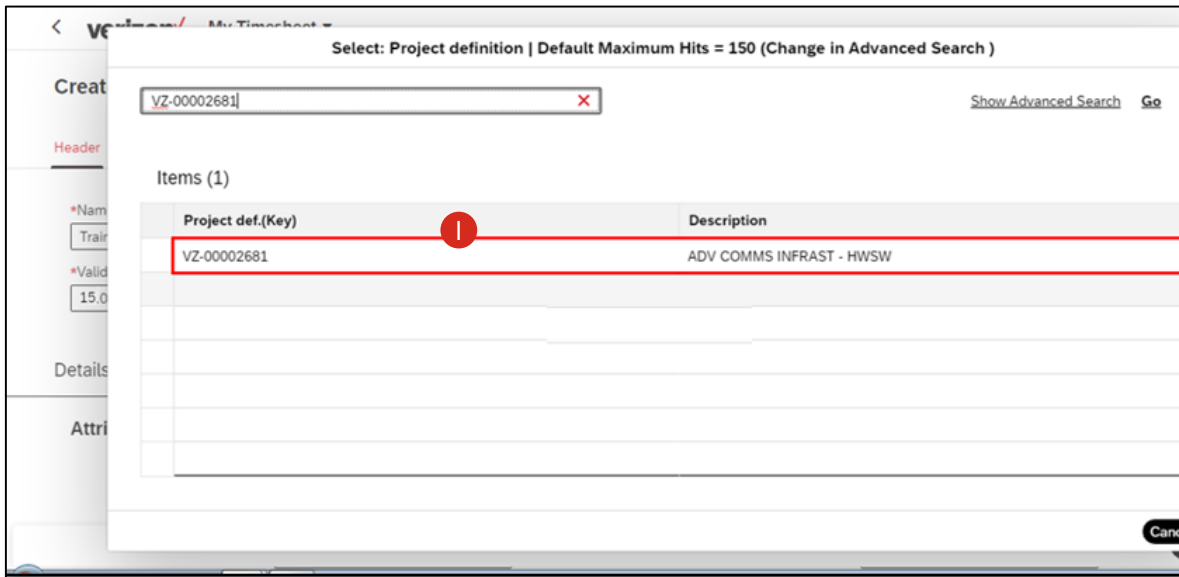
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l. Select the **VZ-00002681** option.



m. Click the **Activity Code** field.



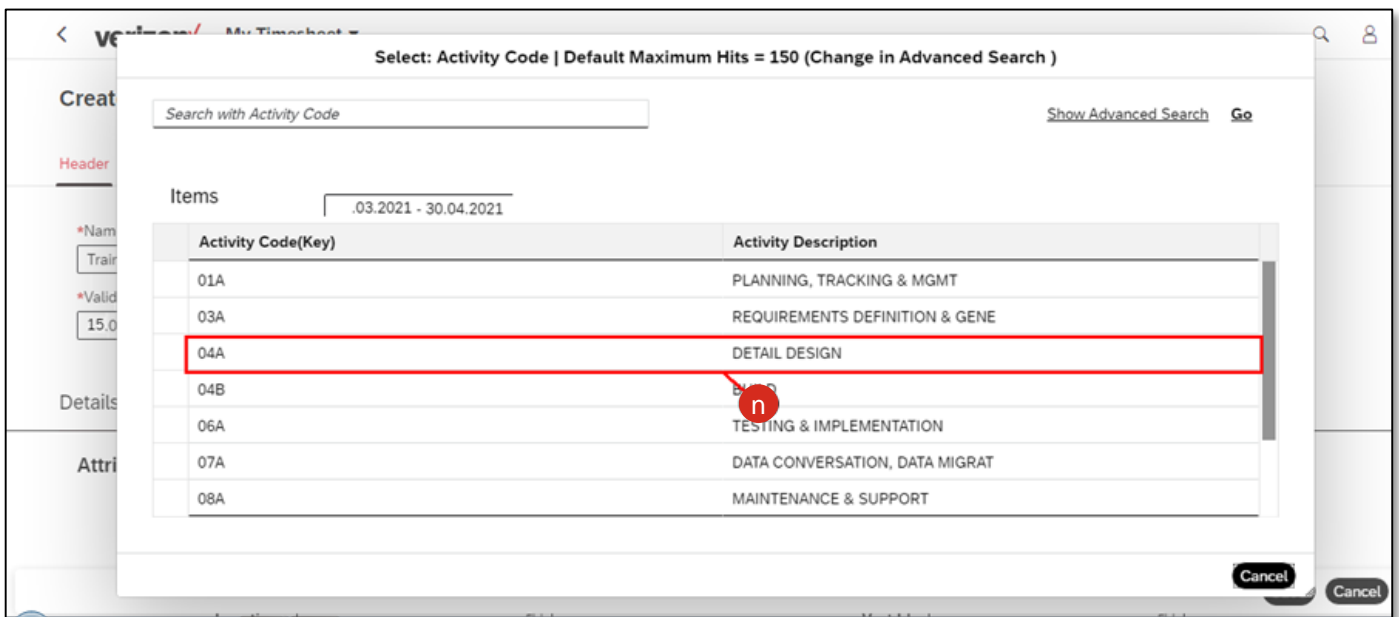
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- n. The **Select: Activity Code** pop-up screen appears. Select the activity code based on the activity you do in this project. In this example, select the **04A** option.
Note: Activity codes can be filtered based on the type of project you select. For example, if your project allows both capital and expense, all activity codes will be available. If it only allows expense, only the expense related activity codes will work.



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- o. Scroll down to add more details to the assignment. Select an appropriate **Location**. In this example, select the **0200282460** option.
Note: The location code will appear based on the project selected.
- p. Click the **Vast Id** field.

Attributes

- *Project definition: VZ-00002681
ADV COMMS INFRAST - HWSW
- *Activity Code: D&A
DETAIL DESIGN
- Location: 0200282460
Verizon Data Services LLC Virtual Local
- Vast Id: [Empty]
- WBS element: [Empty]
- Receiver cost center: [Empty]
- *Att./Absence type: [Empty]

Save

- q. The **Select: Vast Id** pop-up screen appears. All the available vast IDs for the selected project are listed here. Select the desired vast ID. In this example, select the **10038** option.

Select: Vast Id | Default Maximum Hits = 150 (Change in Advanced Search)

Search with Vast Id [Empty] Show Advanced Search Go

Vast Id(Key)	Description
10038	VisionPlus Web Serve
10054	Network Translations
16515	Revenue Accounting C

Click to Select

Cancel

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r. Click the **Att./Absence type** field.

The screenshot shows the 'Create Assignment' screen in the SAP Fiori app. The 'Attributes' section is visible, containing several input fields. The 'Att./Absence type' field is highlighted with a red box, and a red circle with the letter 'r' is placed over it. Other fields include 'Project definition' (VZ-00002681), 'Activity Code' (04A), 'Location' (0200282460), 'Vast Id' (10038), 'WBS element', and 'Receiver cost center'.

s. Select the required option. In this example, select the **WRK** option.

The screenshot shows a search dialog titled 'Select: Att./Absence type | Default Maximum Hits = 150 (Change in Advanced Search)'. The dialog contains a search input field and a table of results. The 'WRK' option is highlighted with a red box, and a red circle with the letter 's' is placed over it. The table lists various absence types and their descriptions.

Att./Absence type(Key)	Description
W05	15-Int Org Support
W06	17-Travel
W97	97-Contr Not Bill Train
W98	98-Contr VAC/HOL Time
W99	99-Contractor Sick Time
WK2	11-Bench Time
WRK	Work Hours

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t. Click the **Save** button.

The screenshot shows the 'Create Assignment' form in SAP Fiori. The form is titled 'Create Assignment' and has tabs for 'Header' and 'Details'. Under the 'Details' tab, there are several input fields: '*Project definition' (VZ-00002681), '*Activity Code' (04A), 'Location' (0200282460), 'Vast Id' (10038), 'WBS element' (empty), and '*Att./Absence type' (WRK). A 'Receiver cost center' field is also present but empty. At the bottom right, there are 'Save' and 'Cancel' buttons. A red circle with a 't' is placed over the 'Save' button.

Note:

- The **WBS element** will be derived based on project, activity code, and location.
- The **Receiver cost center** is only used by Contractors to book time for the non-project activities.
- The **Status** of this assignment is **Active**, indicating that you can add time to this assignment.

The system displays a message "**Assignment created successfully**". The newly created assignment appears at the bottom of the list.

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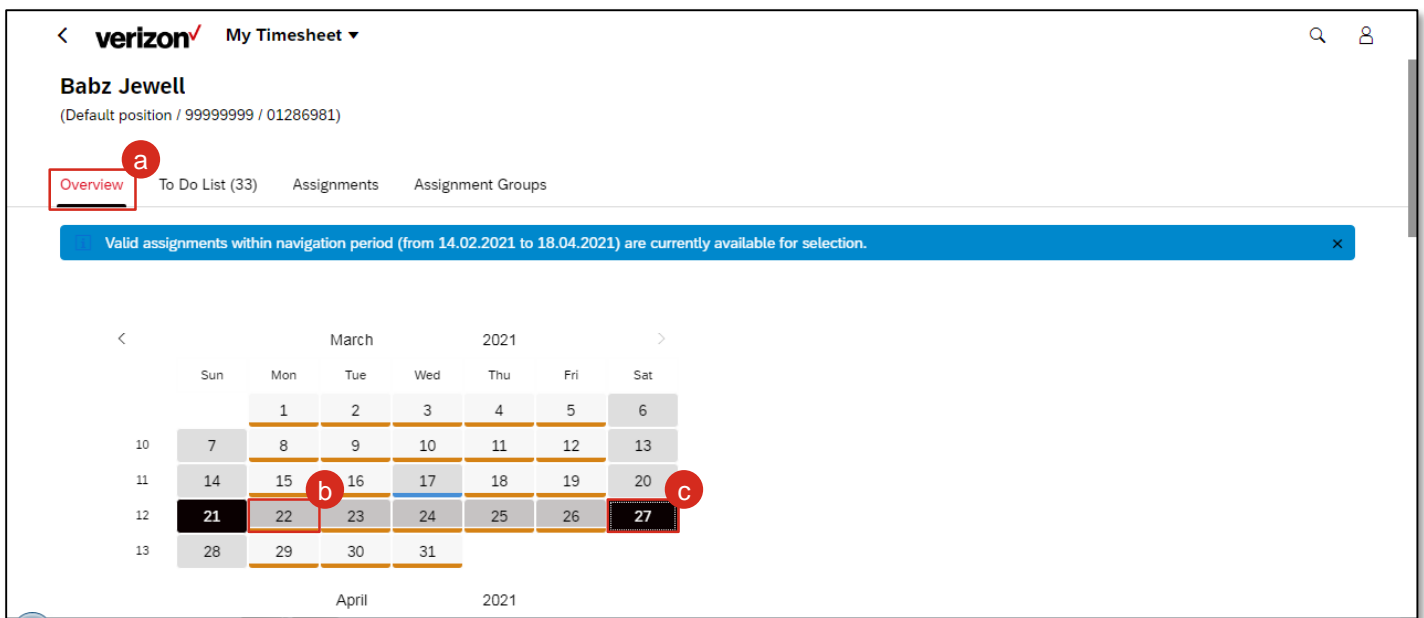
Process 1 - Enter and Edit Time in CATS

Now, lets add time to this assignment.

- a. Click the **Overview** tab.

Note: It displays the current month with color codes for the days indicating their time status. The index of the color code is given below the calendar.

- b. Select the days for which you need to enter time. Drag from the start date of your selection. In this example, drag from **22-Mar-2021**.
- c. Drop to the end date of your selection. In this example, drop to **27-Mar-2021**.



Note: Each color code in the assignment means:

- Time Missing
- Time Rejected
- Sent for Approval
- Public Holiday

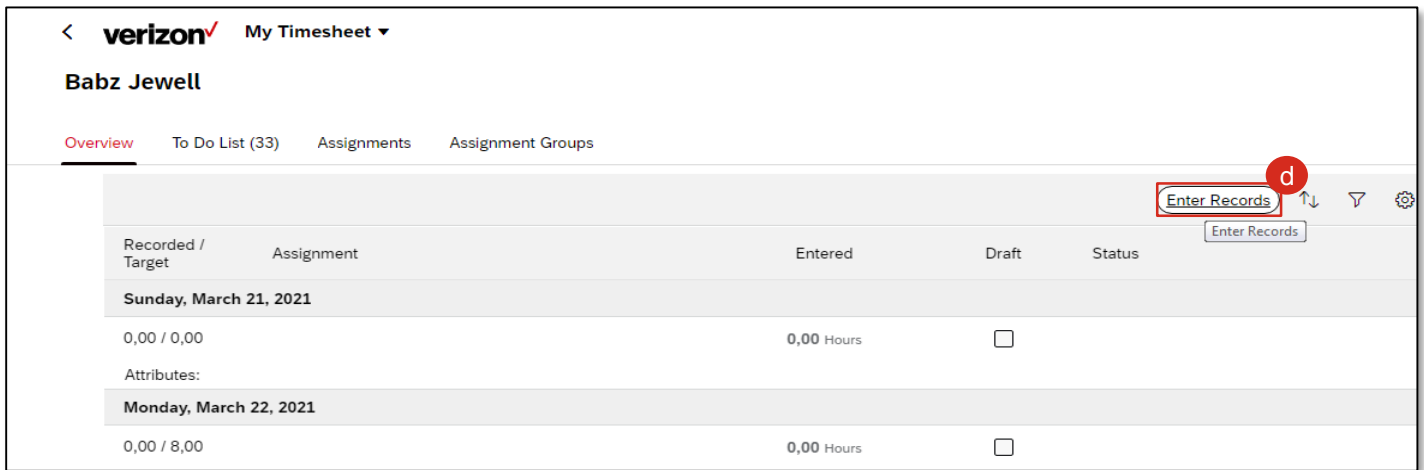
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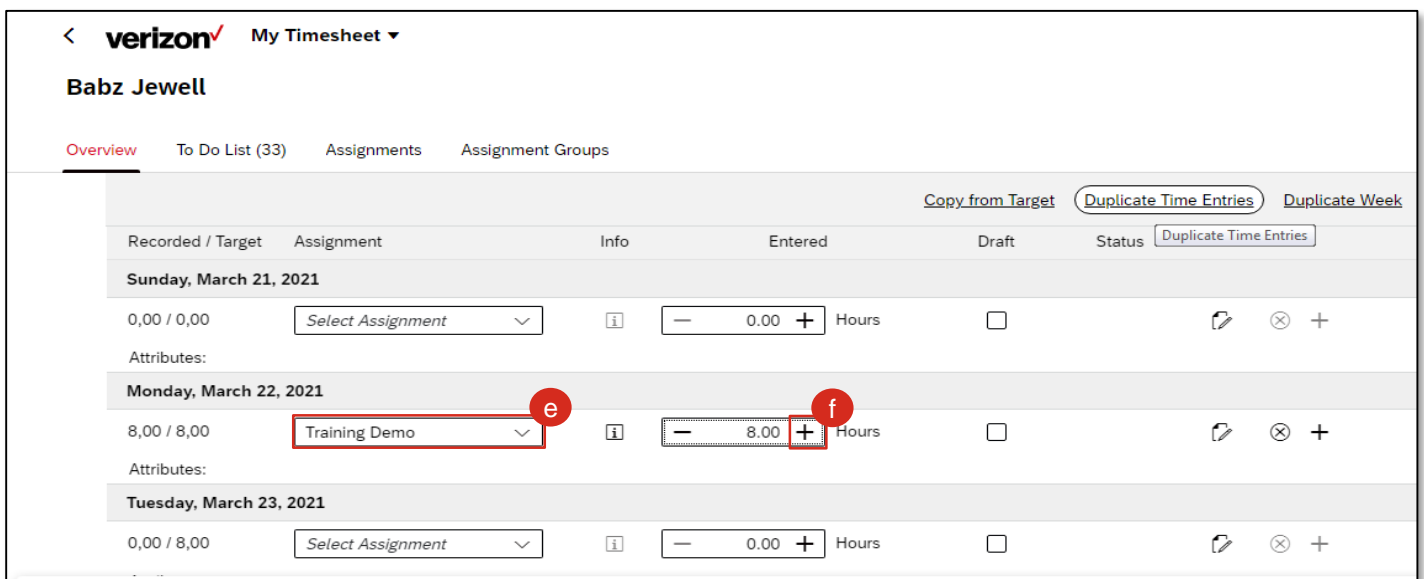
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Process 1 - Enter and Edit Time in CATS

- d. Click the **Enter Records** button.
The week selected is now open for entries.



- e. Select an appropriate assignment from the **Select Assignment** drop-down for a week-day. In this example, select **Training Demo**.
- f. Click the **Increase** icon to add the number of work hours. Keep clicking the **Increase** icon to add the desired number of work hours. In this example, click it to add 8 hours.



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Note: To avoid this repetitive task for all the days, you can duplicate this day's time entry for the desired number of days in the selected period.

g. Click the **Duplicate Time Entries** button.

The screenshot shows the 'My Timesheet' interface for Babz Jewell. At the top, there are tabs for 'Overview', 'To Do List (33)', 'Assignments', and 'Assignment Groups'. Below the tabs, there are buttons for 'Copy from Target', 'Duplicate Time Entries' (highlighted with a red circle and the number 9), and 'Duplicate Week'. The main area displays a table of time entries with columns for 'Recorded / Target', 'Assignment', 'Info', 'Entered', 'Draft', and 'Status'. The first entry is for Sunday, March 21, 2021, with 0.00 / 0.00 hours recorded. The second entry is for Monday, March 22, 2021, with 8.00 / 8.00 hours recorded and assigned to 'Training Demo'.

h. In this example, select the **Monday, March 22, 2021** check box to select the day to be duplicated.

The screenshot shows the 'Duplicate Time Entries' dialog box overlaid on the timesheet interface. The dialog box has a table with columns for 'Date', 'Assignment', 'Entered', and 'Status'. The first row is 'Sunday, March 21, 2021' with 0.00 hours. The second row is 'Monday, March 22, 2021' with 'Training Demo' assignment and 8.00 hours, and its checkbox is selected with a red circle and the number h. The third row is 'Tuesday, March 23, 2021' with 0.00 hours. The fourth row is 'Wednesday, March 24, 2021' with 0.00 hours. The fifth row is 'Thursday, March 25, 2021' with 0.00 hours. The sixth row is 'Friday, March 26, 2021' with 0.00 hours. The seventh row is 'Saturday, March 27, 2021' with 0.00 hours. Below the table, there is a section titled 'Step 2: Select days to duplicate to' with a calendar view for March 2021. The calendar shows the days of the month, with the 6th (Monday) highlighted. At the bottom of the dialog box, there are 'Duplicate' and 'Cancel' buttons.



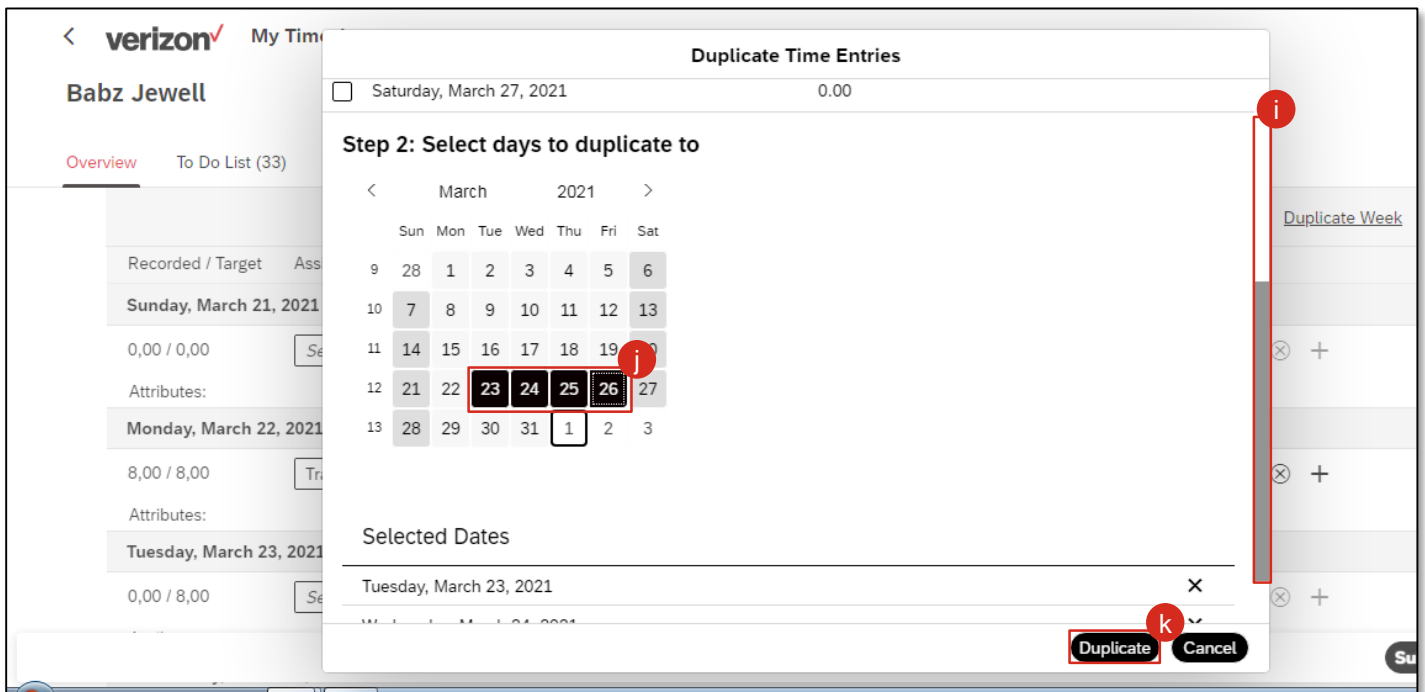
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- i. Scroll down to select the days on which entry is to be duplicated.
In this example, select March 23 to 26.
- j. Click each date, that is, **23-Mar-2021, 24-Mar-2021, 25-Mar-2021, 26-Mar-2021**.
- k. Click the **Duplicate** button to duplicate the entry to the selected dates.



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- I. The **My Time Sheet: Overview** tab appears with the current month's calendar.
Note: March 22 to 24, the status is **Sent For Approval**, and for March 25 and 26, the status is **Time Missing**. This is because for March 25 and 26, you had entered 7 hours out of 8 work hours.

The screenshot displays the 'My Timesheet' interface for Babz Jewell. The top navigation bar includes the Verizon logo and the title 'My Timesheet'. Below the name, there are tabs for 'Overview', 'To Do List (30)', 'Assignments', and 'Assignment Groups'. The main area shows a calendar for March 2021. A red box highlights the dates from March 21 to 27. The status for March 21-24 is 'Sent For Approval' (teal), and for March 25-26, it is 'Time Missing' (orange). The status for March 27 is 'Time Missing' (orange). A red circle with the number '1' is next to the date 20. Below the calendar, a legend identifies various status colors: Today (pink), Selected (red), Non-Working Day (grey), Time Completed (green), Time Missing (orange), Time Rejected (purple), Sent For Approval (teal), and Public Holiday (blue).

The timesheet data has been entered and edited by the Requestor.

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Process 2 - Enter Time in CAT2 by Admin and Approvers

For all the Canadian employees, timesheet data is entered by an assigned personnel, known as Admin. Admin receives the timesheet data from their team in the excel format, and they fill it in SAP GUI on behalf of the entire team.

For employees in other countries, an Admin's role may be admissible when an employee is not able to fill their timesheet data due to some reason or leaves the organization without filling the timesheet data.

Approvers can also enter time on behalf of their direct reports, when they are on leave or cannot access their own timesheet for some reason.

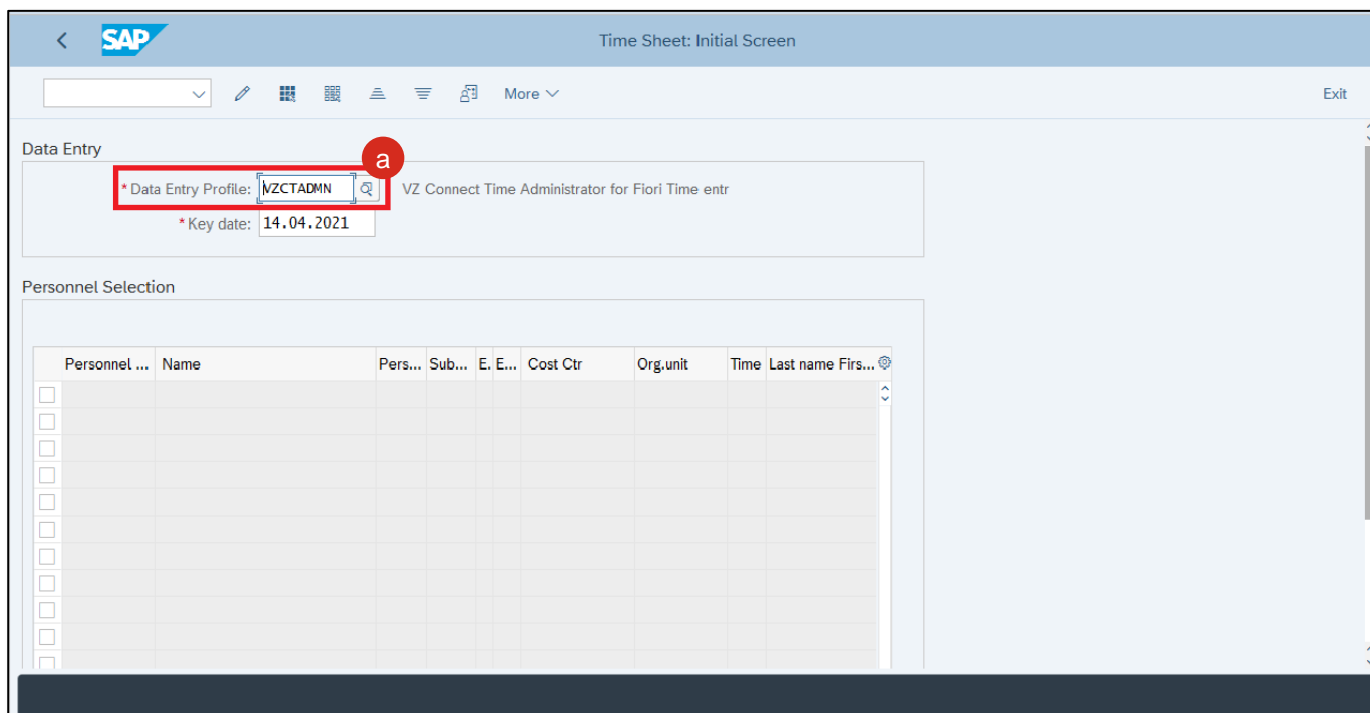
Since this is a back-end task, it is executed through SAP GUI only.

Here are the steps to enter time in CAT2 by Admin on behalf of another personnel:

- a. Login to **SAP GUI**, run t-code **CAT2** and press the **Enter** key.

Note:

- All fields marked with an asterisk are mandatory.
- Based on the user profile, some values are defaulted in the fields. You may change them as per business requirement.
- Since the Admin is entering time, the Data Entry Profile field should have the relevant value, that is, VZCTADMN.



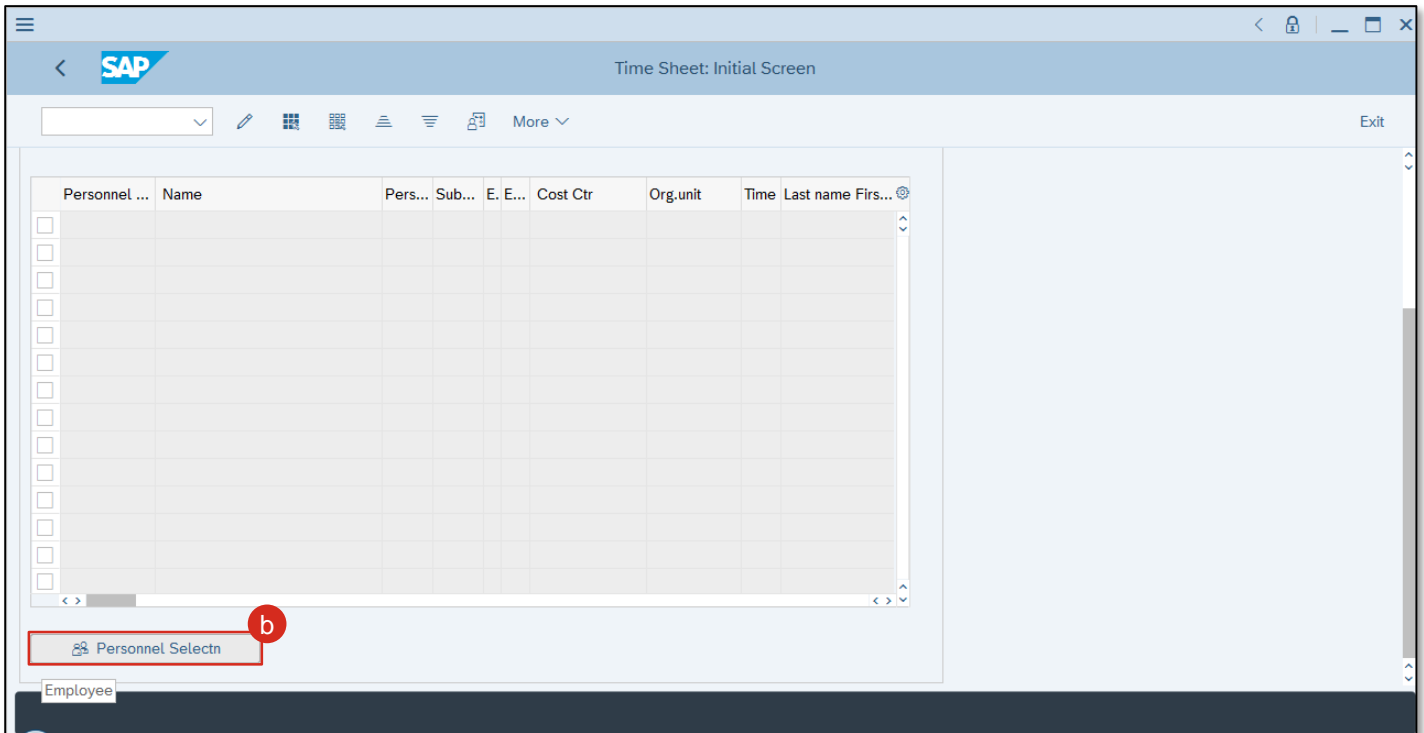
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b. Scroll down and click the **Personnel Selectn** button.



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c. Click the **match code** icon for the **Personnel Number** field.

Note: You can enter the personnel number for whom timesheet data is to be entered. And then enter the timesheet data for them. If you do not know the personnel number, search for it using the first and last name of the person.

The screenshot shows the SAP Fiori interface for 'Personnel Number Selection for Fast Data Entry'. The interface includes a header with the SAP logo and navigation icons. Below the header, there are several tabs: 'Further selections', 'Search helps', 'Sort order', and 'Org. structure'. The main content area is divided into three sections: 'Period', 'Selection', and 'Additional data'. In the 'Period' section, there are radio buttons for 'Today', 'Current month', 'Current year', 'Up to today', 'From today', and 'Other period'. The 'Other period' option is selected, and there are input fields for 'Period:' and 'To:'. In the 'Selection' section, there are input fields for 'Personnel Number:', 'Employment status:' (with a dropdown menu showing '0'), and 'Time recording administrator:'. The 'Personnel Number:' field is highlighted with a red circle and a 'C' icon, indicating the match code icon. There are also three 'Match Code' icons (represented by a square with a right-pointing arrow) next to the 'Personnel Number:', 'Employment status:', and 'Time recording administrator:' fields. At the bottom right of the interface, there is an 'Execute' button.

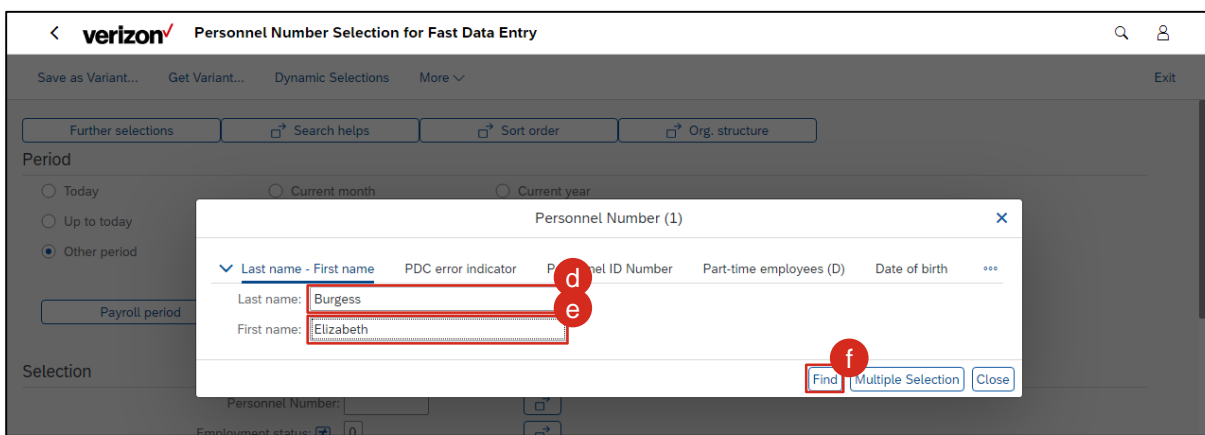
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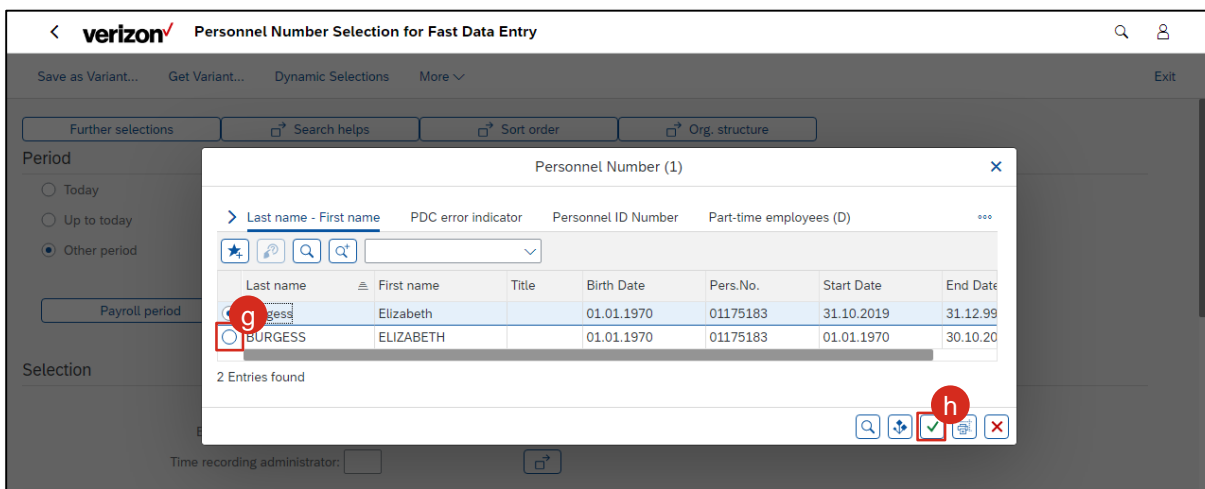
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Process 2 - Enter Time in CAT2 by Admin and Approvers

- d. Enter the **Last name** of the personnel. In this example, enter **Burgess**.
- e. Enter the **First name** of the personnel. In this example, enter **Elizabeth**.
- f. Click the **Find** button.



- g. All the records matching your search criteria appear. Select the appropriate option. In this example, select the second option.
- h. Click the **Copy** button.



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Process 2 - Enter Time in CAT2 by Admin and Approvers

- i. Click the **Execute** button.

The screenshot shows the SAP Fiori interface for 'Personnel Number Selection for Fast Data Entry'. The interface includes a top navigation bar with the SAP logo and a title bar. Below the title bar, there are several tabs: 'Further selections', 'Search helps', 'Sort order', and 'Org. structure'. The 'Period' section contains radio buttons for 'Today', 'Current month', 'Current year', 'Up to today', 'From today', and 'Other period'. The 'Other period' option is selected, and there are input fields for 'Period' and 'To'. The 'Selection' section contains input fields for 'Personnel Number' (with the value '01175183'), 'Employment status' (with the value '0'), and 'Time recording administrator'. The 'Additional data' section is empty. The 'Execute' button is located at the bottom right of the interface and is highlighted with a red circle and an information icon.

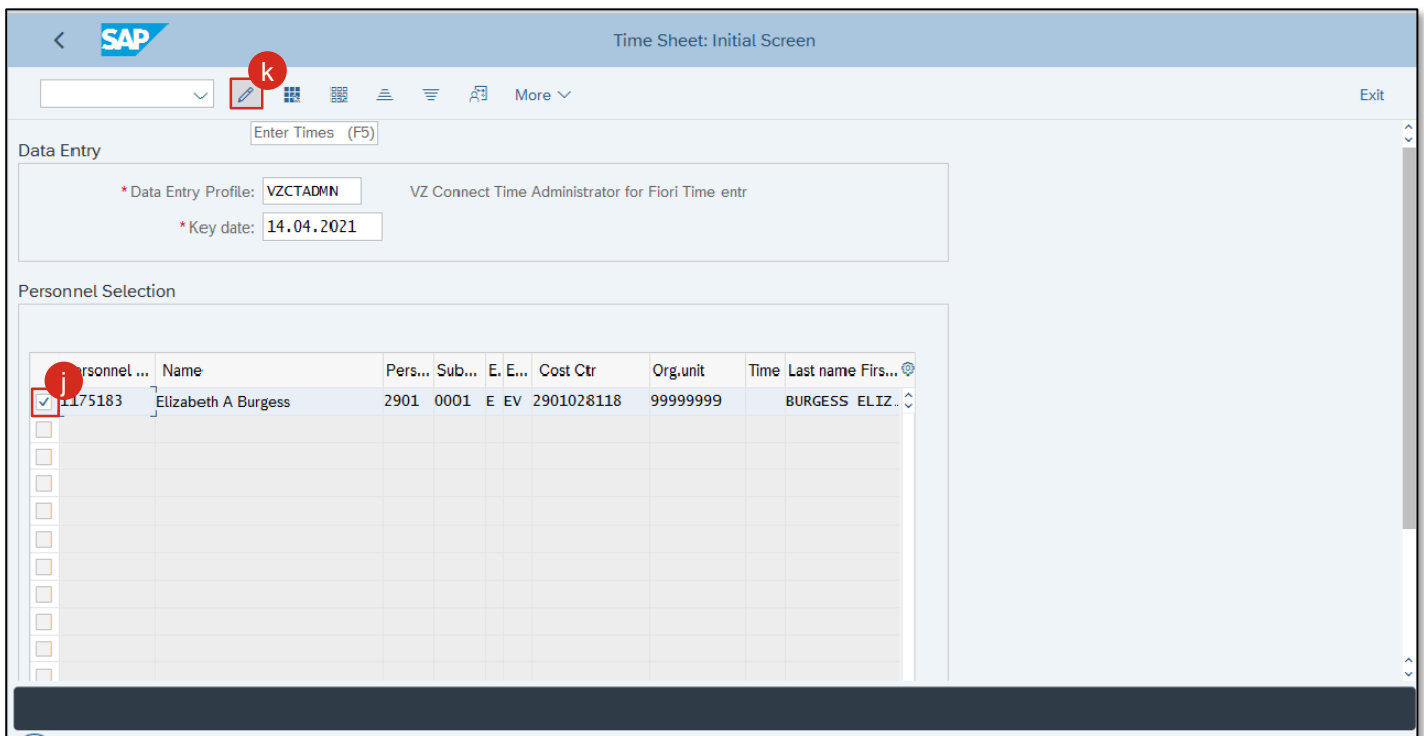
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Process 2 - Enter Time in CAT2 by Admin and Approvers

- j. Select the **1175183** checkbox to enter times.
- k. Click the **Enter Times** icon to enter times for the selected personnel.



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- I. Select the relevant **Data Entry Period** by clicking the previous or next icon. In this example, click the **Previous** icon to select an appropriate time period.

The screenshot displays the SAP Fiori 'Time Sheet: Data Entry View' interface. At the top, the title bar shows the SAP logo and the text 'Time Sheet: Data Entry View'. Below the title bar is a toolbar with various icons for navigation and actions. The main area shows the 'Data Entry Period' set to '11.04.2021 - 17.04.2021'. A red circle highlights the 'Previous' icon (a left-pointing arrow) next to the date range. Below this is the 'Data Entry Area' which contains a table with columns for 'LT', 'Pers.No.', 'Rec. CCtr', 'Receiver WBS Element', 'Ty.', 'TaskLev', 'TaskCom', 'A/AT...', 'Vast Id', 'Ac...', 'SU', '1...', 'MO', 'TU', 'WE', 'TH', '1...', and 'FR'. The first row of data shows '1175183' in the 'Pers.No.' column and 'VZ-00002829.c.9001' in the 'Receiver WBS Element' column. At the bottom of the interface, there are buttons for 'Data entry view', 'Release view', and 'Variable view', along with the text 'Entry 1 of 2'. In the bottom right corner, there are 'Save' and 'Cancel' buttons.

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- m. Enter the personnel number in the **Personnel Number** field. In this example, enter **1175183**.
- n. Enter the WBS element in the **Receiver WBS Element** field. In this example, enter **VZ-00002372.C.9108**.
- o. Enter the absence or attendance type in the **A/Att.** field. In this example, enter **WRK**.
- p. Enter the activity code in the **Ac...** field. In this example, enter **04A**.

The screenshot shows the SAP Fiori 'Time Sheet: Data Entry View' interface. At the top, the title bar reads 'Time Sheet: Data Entry View'. Below it, there is a toolbar with various icons and a search bar. The main area displays a table for data entry. The table has columns for 'LT', 'Pers.No.', 'Rec. CCtr', 'Receiver WBS Element', 'Ty.', 'TaskLev', 'TaskCom', 'A/AT...', 'Vast Id', 'Ac...', 'SU', '0...', 'MO', 'TU', 'WE', and '...'. The first row of data is highlighted, and the following fields are circled in red with callout letters: 'Pers.No.' (1175183) with 'm', 'Receiver WBS Element' (VZ-00002372.C.9108) with 'n', 'A/AT...' (WRK) with 'o', and 'Ac...' (04A) with 'p'. The 'Data Entry Period' is set to '04.04.2021 - 10.04.2021'. At the bottom, there are buttons for 'Data entry view', 'Release view', and 'Variable view', along with 'Entry 1 of 1'.

LT	Pers.No.	Rec. CCtr	Receiver WBS Element	Ty.	TaskLev	TaskCom	A/AT...	Vast Id	Ac...	SU	0...	MO	TU	WE	...
	1175183		VZ-00002372.C.9108				WRK		04A		0	0	0	0	

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- q. Enter the number of hours worked in the work days fields. In this example, enter 7.5 for each work day.
- r. Click the **Save** button to save the timesheet entry.

The screenshot shows the SAP Fiori 'Time Sheet: Data Entry View' interface. At the top, the 'Data Entry Period' is set to '04.04.2021 - 10.04.2021'. Below this is the 'Data Entry Area' containing a table with columns for 'LT', 'Pers.No.', 'Rec. CCtr', 'Receiver WBS Element', 'Ty.', 'TaskLev', 'TaskCom', 'A/AT...', 'Vast Id', 'Ac...', and days of the week (MO, TU, WE, TH, FR, SA, SU). The first row shows '1175183' for 'Pers.No.' and 'VZ-00002372.C.9108' for 'Receiver WBS Element'. The 'Ac...' column contains '04A'. The 'MO' through 'FR' columns contain '7.5', while 'SA' and 'SU' contain '0'. A red box highlights the '7.5' values for the weekdays. A red circle with the letter 'q' is positioned over the '7.5' in the 'FR' column. At the bottom right, a red circle with the letter 'r' is positioned over the 'Save' button, which is highlighted in blue. The 'Save' button has '(Ctrl+S)' next to it. The 'Cancel' button is also visible.

LT	Pers.No.	Rec. CCtr	Receiver WBS Element	Ty.	TaskLev	TaskCom	A/AT...	Vast Id	Ac...	MO	TU	WE	TH	FR	SA	SU
	1175183									0	0	0	0	0		
	1175183		VZ-00002372.C.9108				WRK		04A	7.5	7.5	7.5	7.5	7.5		

The system message displays saying "**Your data has been saved**".

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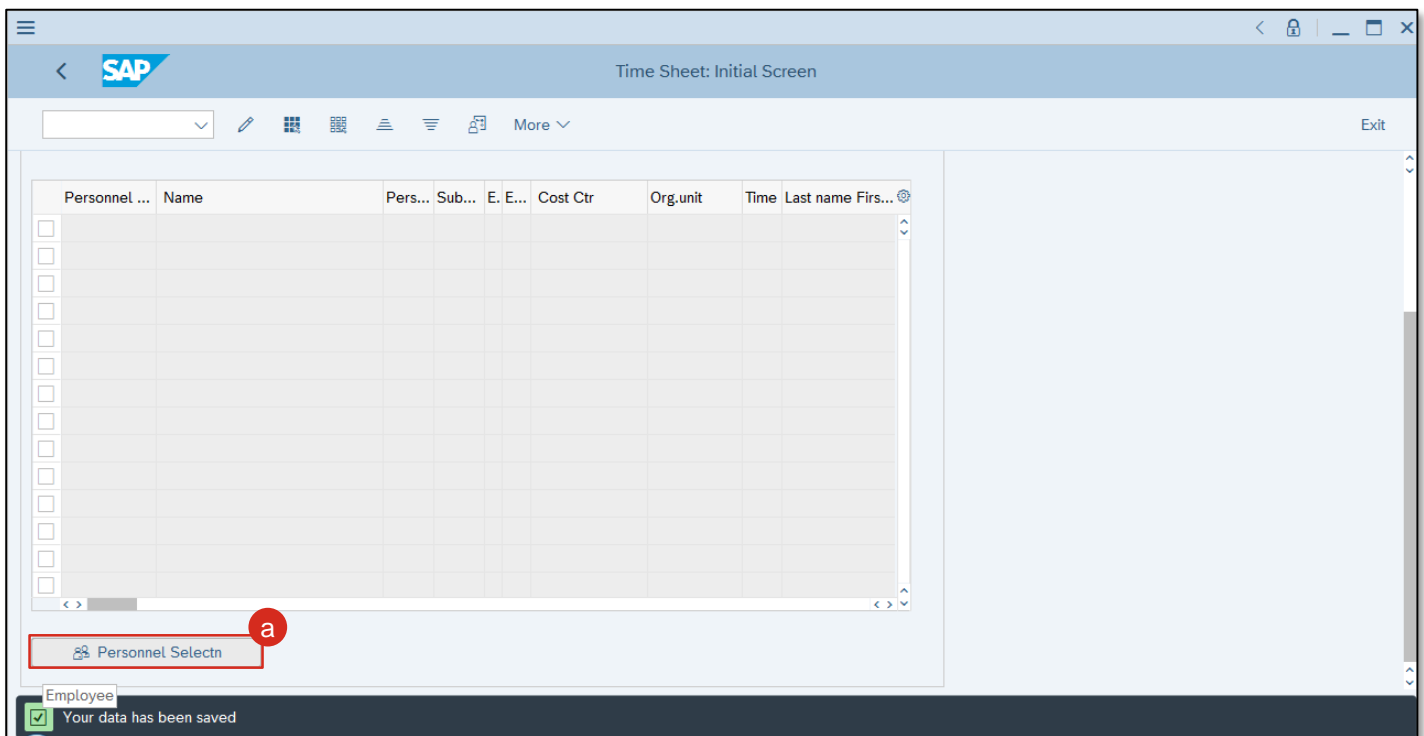
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Next, release the timesheet to send the timesheet to the Approver for review and approval.

- a. Scroll down and click the **Personnel Selectn** button.



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Process 2 - Enter Time in CAT2 by Admin and Approvers

- b. Enter the personnel number of the person for whom timesheet data needs to be released in the **Personnel Number** field. In this example, enter **1175183**.
- c. Click the **Execute** button.

The screenshot shows the SAP Fiori interface for 'Personnel Number Selection for Fast Data Entry'. The interface includes a top navigation bar with the SAP logo and a title bar. Below the title bar, there are several tabs: 'Further selections', 'Search helps', 'Sort order', and 'Org. structure'. The 'Period' section contains radio buttons for 'Today', 'Current month', 'Current year', 'Up to today', 'From today', and 'Other period'. The 'Other period' option is selected, and there are input fields for 'Period:' and 'To:'. The 'Selection' section contains the 'Personnel Number' field with the value '1175183', the 'Employment status' field with the value '0', and the 'Time recording administrator' field. The 'Execute' button is located at the bottom right of the interface.

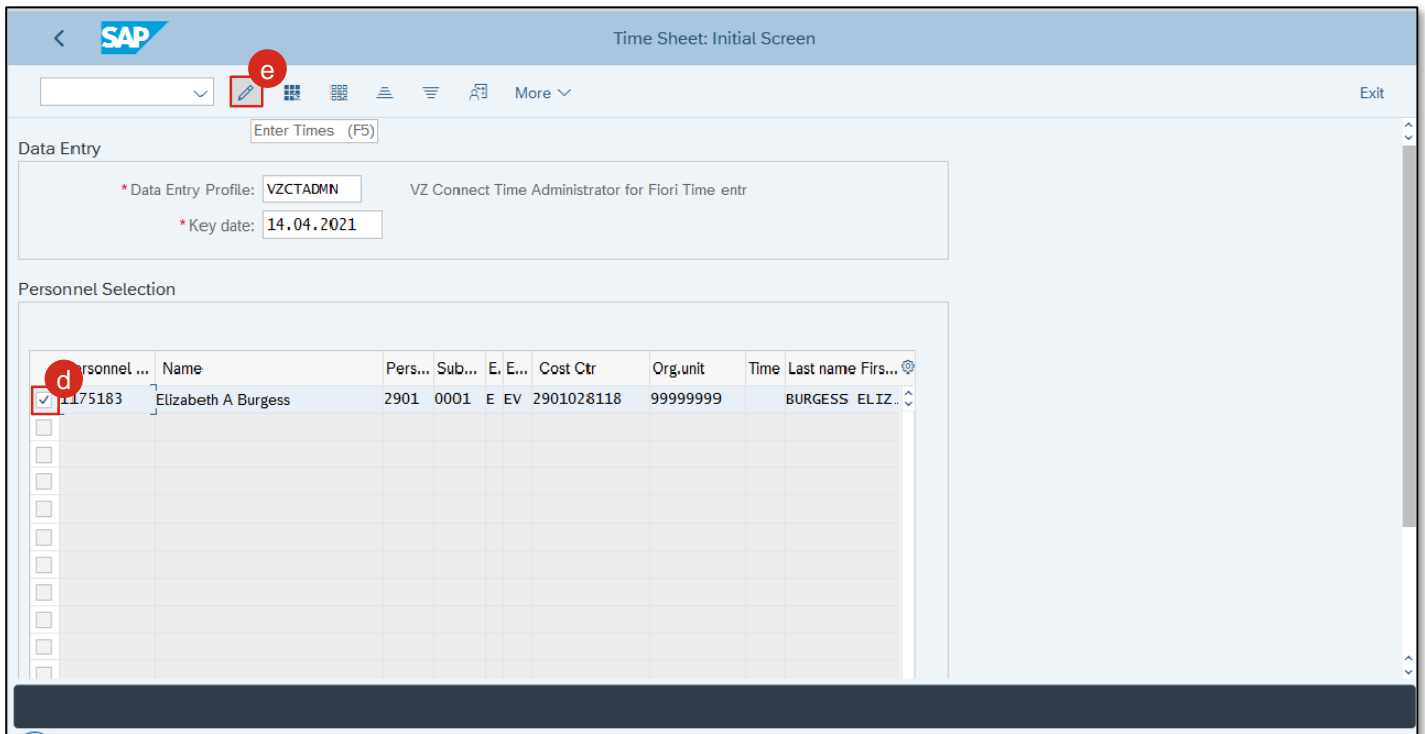
Manage Timesheets

SAP Fiori Quick Reference Guide (QRG)

Audience: Capital Labor Accountants and Time Sheet Reporters

Process 2 - Enter Time in CAT2 by Admin and Approvers

- d. Select the **1175183** check box to open.
- e. Click the **Enter Times** icon to enter times for the selected personnel.



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Process 2 - Enter Time in CAT2 by Admin and Approvers

- f. Navigate to the time period for which the timesheet data is to be released. In this example, click the **Previous** icon to select an appropriate time period.

The screenshot shows the SAP Fiori 'Time Sheet: Data Entry View' interface. At the top, the title bar reads 'Time Sheet: Data Entry View'. Below the title bar is a toolbar with various icons. The main area displays the 'Data Entry Period' as '11.04.2021 - 17.04.2021'. A red circle highlights the 'Previous' icon (a left-pointing arrow) in the date range selector. Below the date range is the 'Data Entry Area' which contains a table with columns for 'LT', 'Pers.No.', 'Rec. CCtr', 'Receiver WBS Element', 'Ty.', 'TaskLev', 'TaskCom', 'A/AT...', 'Vast Id', 'Ac...', 'SU', '1...', 'MO', 'TU', '1...', 'WE', 'TH', '1...', and 'FR'. The first row of data shows '1175183' in the 'Pers.No.' column, 'vz-00002829.c.9001' in the 'Receiver WBS Element' column, 'WRK' in the 'A/AT...' column, '26064' in the 'Vast Id' column, and '04A' in the 'Ac...' column. The table also shows time values for each day of the week. At the bottom of the interface, there are buttons for 'Data entry view', 'Release view', and 'Variable view', along with 'Entry 1 of 2' and 'Save' and 'Cancel' buttons.

LT	Pers.No.	Rec. CCtr	Receiver WBS Element	Ty.	TaskLev	TaskCom	A/AT...	Vast Id	Ac...	SU	1...	MO	TU	1...	WE	TH	1...	FR
	1175183		vz-00002829.c.9001				WRK	26064	04A		0	8	7.50	6.80		8		
	1175183												8	7.50	6.80		8	

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Process 2 - Enter Time in CAT2 by Admin and Approvers

g. Click the **Release View** button to enable times to be selected for release.

The screenshot shows the SAP Fiori 'Time Sheet: Data Entry View' interface. At the top, there is a title bar with the SAP logo and the text 'Time Sheet: Data Entry View'. Below the title bar is a toolbar with various icons for navigation and actions. The main area is titled 'Data Entry Area' and contains a table with columns for 'LT', 'Pers.No.', 'Rec. CCtr', 'Receiver WBS Element', 'Ty.', 'TaskLev', 'TaskCom', 'A/AT...', 'Vast Id', 'Ac...', 'SU', '0...', 'MO ...', 'TU 0...', 'WE ...', 'TH 0...', and 'FR'. The first row of data shows '1175183' in the 'Pers.No.' column and 'VZ-00002372.C.9108' in the 'Receiver WBS Element' column. Below the table, there are three buttons: 'Data entry view', 'Release view', and 'Variable view'. The 'Release view' button is highlighted with a red box, and a red circle with the letter 'g' is placed over it. At the bottom right of the interface, there are 'Save' and 'Cancel' buttons.

Note: Releasing the timesheet is a prerequisite to submit the timesheet for approval.

Manage Timesheets

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Process 2 - Enter Time in CAT2 by Admin and Approvers

- h. Select all the timesheet data to be released. In this example, select the **1175183** checkbox to select it to be released.
- i. Click the **Release** icon to release selected timesheet data.

The screenshot shows the SAP Fiori 'Time Sheet: Release View' interface. At the top, there is a navigation bar with the SAP logo and the title 'Time Sheet: Release View'. Below this is a toolbar with various icons, including a 'Release' icon (a padlock) which is highlighted with a red circle and an 'i' icon. The main area displays a table with columns for 'LT', 'Pers.No.', 'Rec. CCtr', 'Receiver WBS Element', 'Ty.', 'TaskLev', 'TaskCom', 'A/AT...', 'Vast Id', 'Ac...', and weekly time entries (SU, MO, TU, WE, TH, FR). The first row is selected, and its checkbox is checked. A red circle with an 'h' is placed over this checkbox. Below the table, there are buttons for 'Data entry view', 'Release view', and 'Variable view'. At the bottom right, there are 'Save' and 'Cancel' buttons.

LT	Pers.No.	Rec. CCtr	Receiver WBS Element	Ty.	TaskLev	TaskCom	A/AT...	Vast Id	Ac...	SU	MO	TU	WE	TH	FR
<input checked="" type="checkbox"/>	1175183		VZ-00002372.C.9108				WRK		04A	0	7.50	7.50	7.50	7.50	
<input type="checkbox"/>	0														
<input type="checkbox"/>	0														
<input type="checkbox"/>	0														
<input type="checkbox"/>	0														
<input type="checkbox"/>	0														
<input type="checkbox"/>	0														
<input type="checkbox"/>	0														
<input type="checkbox"/>	0														
<input type="checkbox"/>	0														

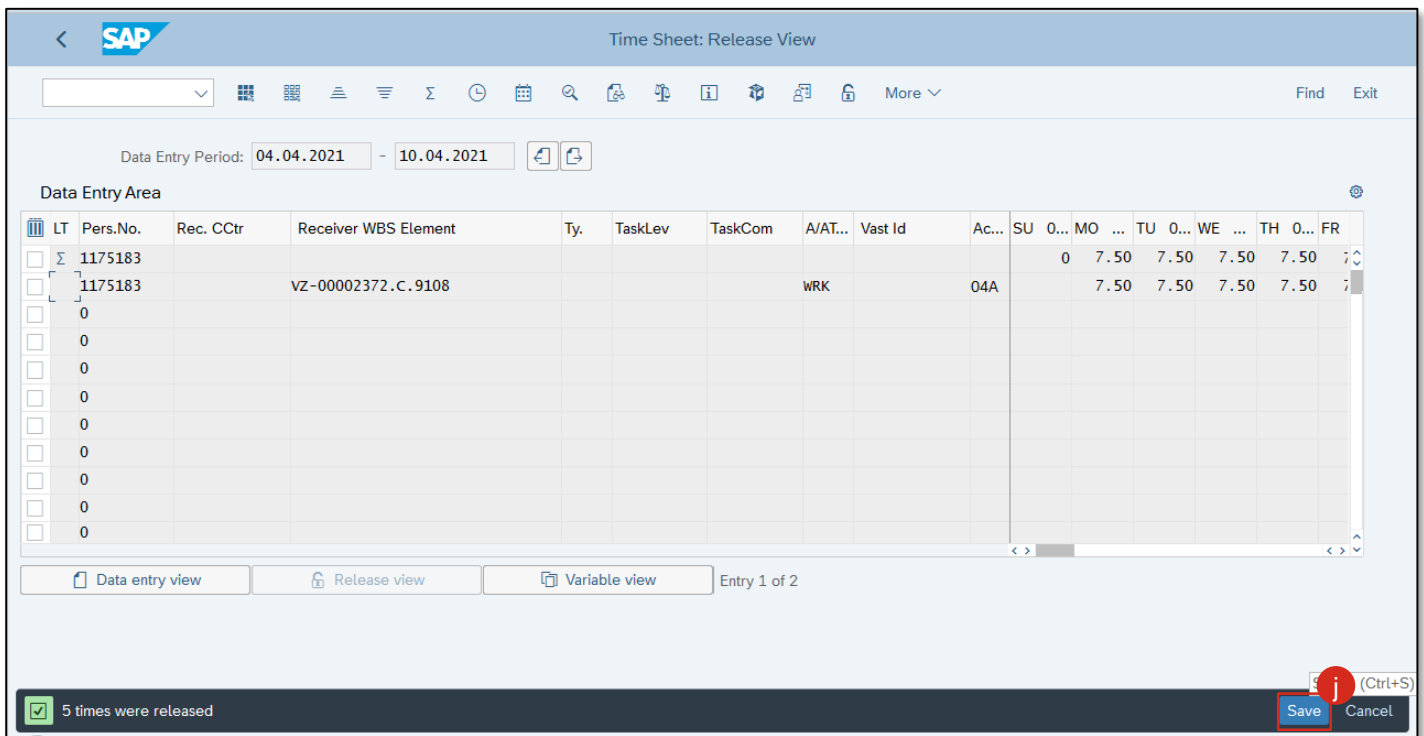
Manage Timesheets

SAP Fiori Quick Reference Guide (QRG)

Audience: Capital Labor Accountants and Time Sheet Reporters

Process 2 - Enter Time in CAT2 by Admin and Approvers

- j. The system message displays saying "**5 times were released**". Click the **Save** button to save it.



The system message displays saying "**Your data has been saved**".

These released times will be approved by the approver through the **Approve Timesheets** app in Fiori.

Manage Timesheets

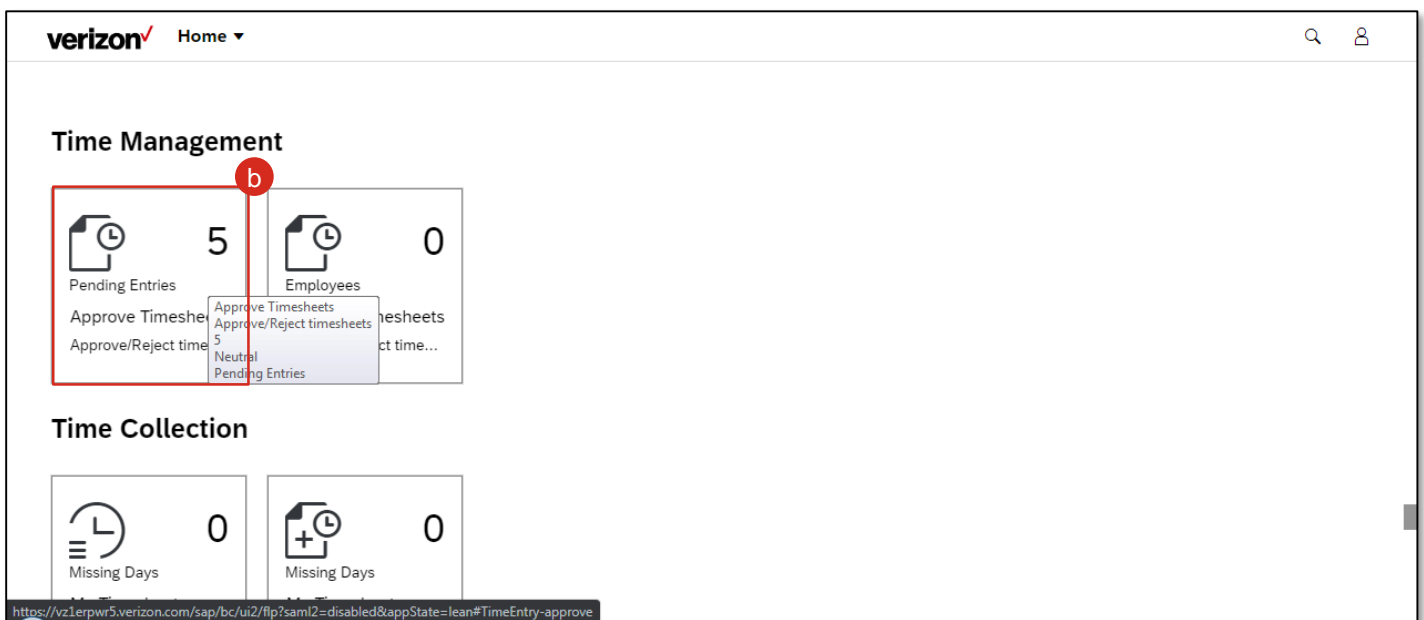
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Audience: Capital Labor Accountants and Time Sheet Reporters

Process 3 - Approve Time

Here are the steps to approve timesheet data by the Approver.

- a. Login to SAP Fiori using SSO. Scroll down to the **Time Management** section and click the **Approve Timesheet** app.



Manage Timesheets

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Process 3 - Approve Time

c. View the required details.

Note:

- On the left panel, the names of the requestors are listed. In this example, there is only one requestor, namely Babz Jewell.
- On the right panel, all the pending timesheet data of the selected requestor is displayed.
- In the header, the timesheet data summary appears.
- The timesheet data appears week-wise. In this example, only one week's data is pending.

The screenshot displays the 'Approve Timesheets' application. On the left, a list shows 'Babz Jewell' with 38.00 hours for approval over 1 week. The main area shows a detailed view for Babz Jewell, including a summary of 38.00 hours for approval and 0.00 hours rejected. Below this, a table lists work hours for the week of Mar 22 - Mar 28. The table has columns for Date, Description, Recorded/Target, and Approval Status.

Date	Description	Recorded/Target	Approval Status
Mar 26	Work Hours Adv Comms Infrast - HWSW-CAP 9108(VZ-00002681.C.9108), VisionPlus Web Serve, Verizon Data Services LLC Virtual Locati, DETAIL DESIGN, VZ00002681 0000	7.00 / 40.00	For Approval
Mar	Work Hours Adv Comms Infrast - HWSW-CAP 9108(VZ-00002681.C.9108), VisionPlus Web Serve	7.00 / 40.00	For Approval

Manage Timesheets

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Audience: Capital Labor Accountants and Time Sheet Reporters

Process 3 - Approve Time

d. Scroll down to view all the pending timesheet data for this week. Validate all the timesheet data and approve or reject them. In this example, select the **Mar 26** check box to reject time and approve the rest of the times.

Note: You can select each day's time and approve or reject it.

e. Click the **Reject** button to reject the selected line.

The screenshot displays the 'Approve Timesheets' screen in SAP Fiori. On the left, a summary card for 'Babz Jewell' shows 38.00 hours for approval over the last week. The main table lists timesheet entries with columns for Date, Description, and Approval Status. The entry for 'Mar 26' is selected, indicated by a checked checkbox and a red circle 'd'. At the bottom right, the 'Reject' button is highlighted with a red circle 'e'.

Date	Description	Actual/Target	Approval Status
Mar 26	Work Hours Adv Comms Infrast - HWSW-CAP 9108(VZ-00002681.C.9108), VisionPlus Web Serve, Verizon Data Services LLC Virtual Locati, DETAIL DESIGN, VZ00002681 0000	7.00 / 38.00/40.00	For Approval
Mar 25	Work Hours Adv Comms Infrast - HWSW-CAP 9108(VZ-00002681.C.9108), VisionPlus Web Serve, Verizon Data Services LLC Virtual Locati, DETAIL DESIGN, VZ00002681 0000	7.00	For Approval
Mar 24	Work Hours Adv Comms Infrast - HWSW-CAP 9108(VZ-00002681.C.9108), VisionPlus Web Serve, Verizon Data Services LLC Virtual Locati, DETAIL DESIGN, VZ00002681 0000	8.00	For Approval
Mar 23	Work Hours Adv Comms Infrast - HWSW-CAP 9108(VZ-00002681.C.9108), VisionPlus Web Serve, Verizon Data Services LLC Virtual Locati, DETAIL DESIGN, VZ00002681 0000	8.00	For Approval
Mar 22	Work Hours Adv Comms Infrast - HWSW-CAP 9108(VZ-00002681.C.9108), VisionPlus Web Serve, Verizon Data Services LLC Virtual Locati, DETAIL DESIGN, VZ00002681 0000	8.00	For Approval

Note: You can click the checkbox at the top beside **Description** to select and approve all the timesheet data at the same time.

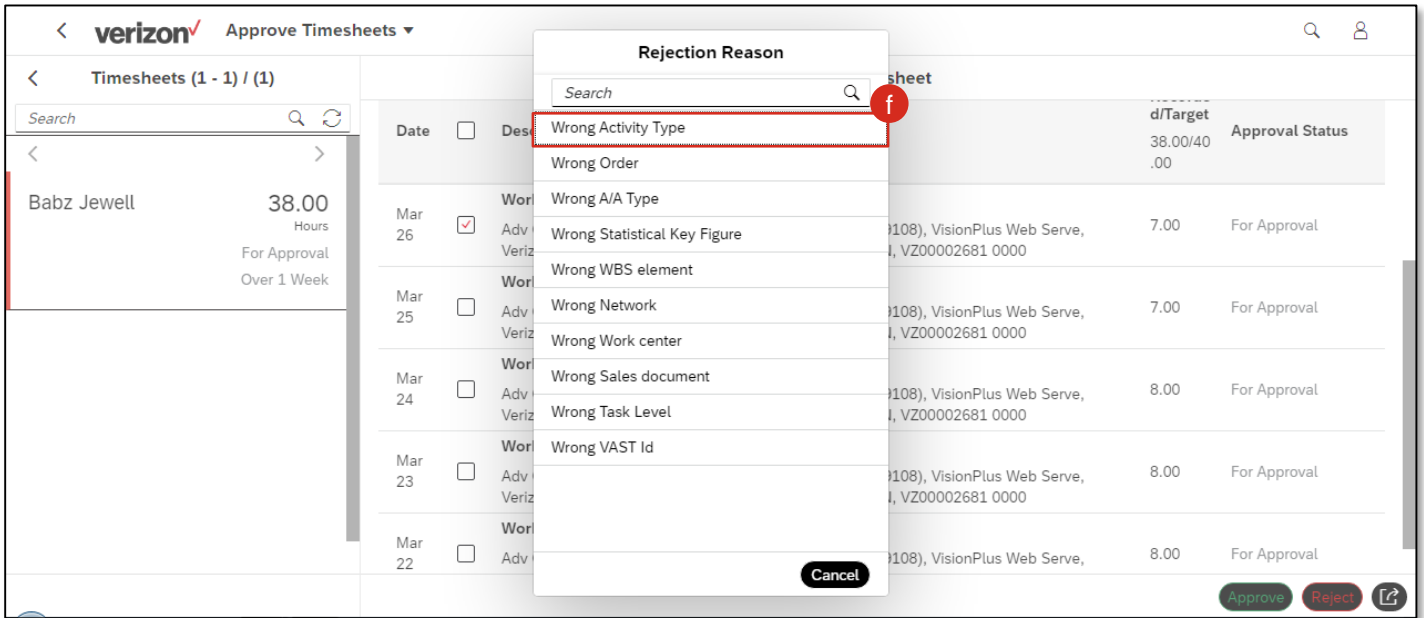
Manage Timesheets

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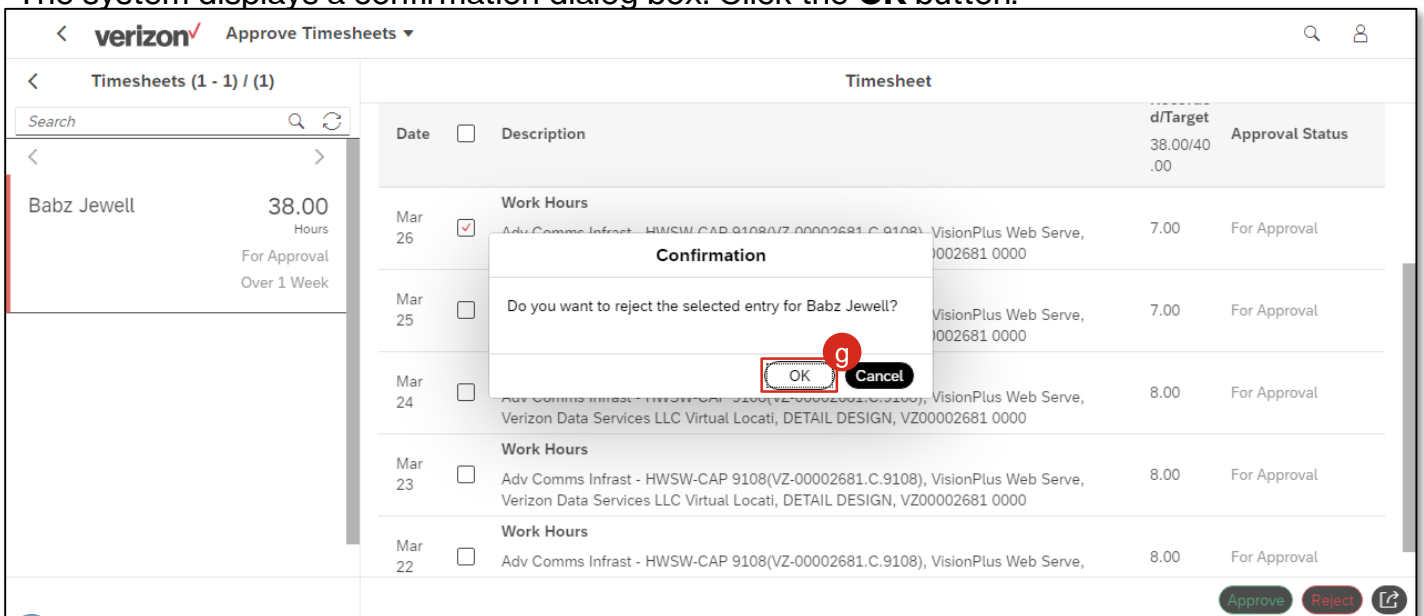
Audience: Capital Labor Accountants and Time Sheet Reporters

Process 3 - Approve Time

- f. When you reject time, you need to provide a reason for the same. This will ensure the time reporter understands what they need to fix. In this example, select the **Wrong Activity Type** option.



- g. The system displays a confirmation dialog box. Click the **OK** button.



Manage Timesheets

SAP Fiori Quick Reference Guide (QRG)

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Process 3 - Approve Time

Note: Mar 26 line has disappeared from the pending list.

- h. Select the check box in the title row to select all the rows to approve all the other lines in one transaction.
- i. Click the **Approve** button to approve all the selected lines.

The screenshot displays the 'Approve Timesheets' interface. On the left, a summary card for 'Babz Jewell' shows 31.00 hours for approval over 1 week. The main table lists timesheet entries for 'Work Hours' from Mar 22 to Mar 25. A red box highlights the 'All' checkbox in the table header, and another red box highlights the 'Approve' button at the bottom right.

Date	Description	Recorded/Target	Approval Status
Mar 25	Work Hours Adv Comms Infrast - HWSW-CAP 9108(VZ-00002681.C.9108), VisionPlus Web Serve, Verizon Data Services LLC Virtual Locati, DETAIL DESIGN, VZ00002681 0000	7.00	For Approval
Mar 24	Work Hours Adv Comms Infrast - HWSW-CAP 9108(VZ-00002681.C.9108), VisionPlus Web Serve, Verizon Data Services LLC Virtual Locati, DETAIL DESIGN, VZ00002681 0000	8.00	For Approval
Mar 23	Work Hours Adv Comms Infrast - HWSW-CAP 9108(VZ-00002681.C.9108), VisionPlus Web Serve, Verizon Data Services LLC Virtual Locati, DETAIL DESIGN, VZ00002681 0000	8.00	For Approval
Mar 22	Work Hours Adv Comms Infrast - HWSW-CAP 9108(VZ-00002681.C.9108), VisionPlus Web Serve, Verizon Data Services LLC Virtual Locati, DETAIL DESIGN, VZ00002681 0000	8.00	For Approval

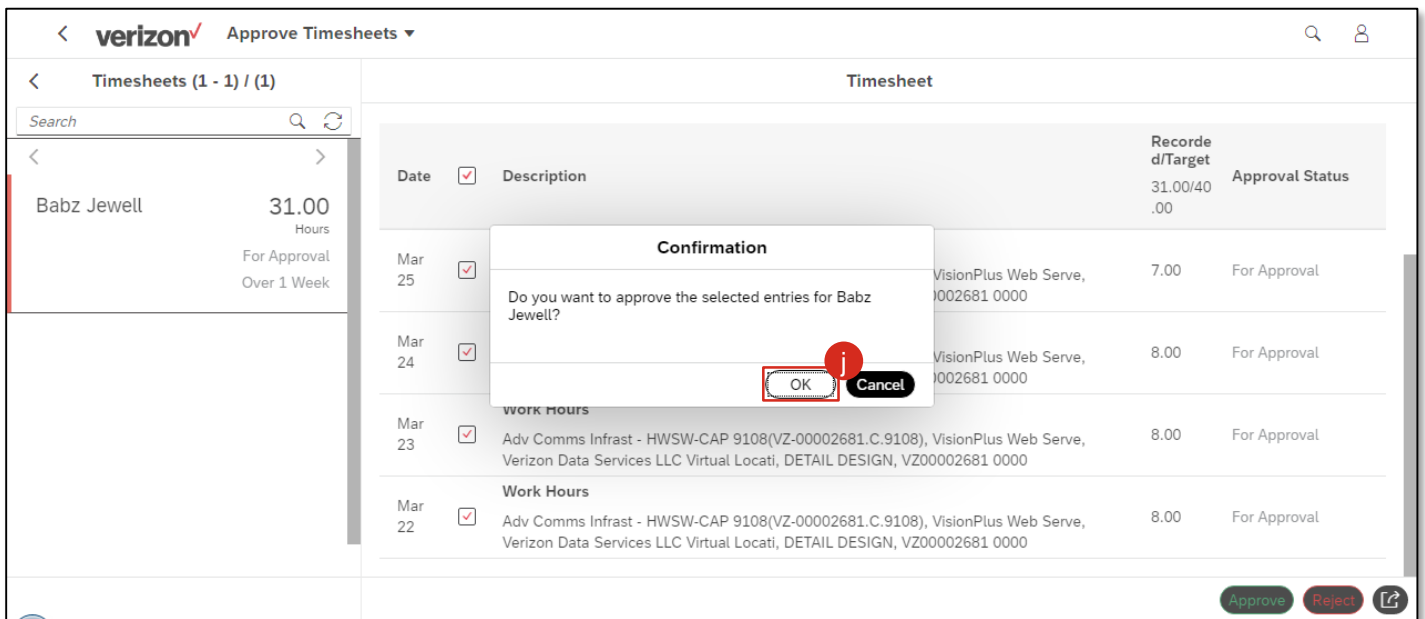
Manage Timesheets

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Process 3 - Approve Time

j. The system displays a confirmation dialog box. Click the **OK** button.



Note that all the lines have disappeared from the pending list. The timesheet data has been approved by the Approver.

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Process 4 - Run Time Management Reports

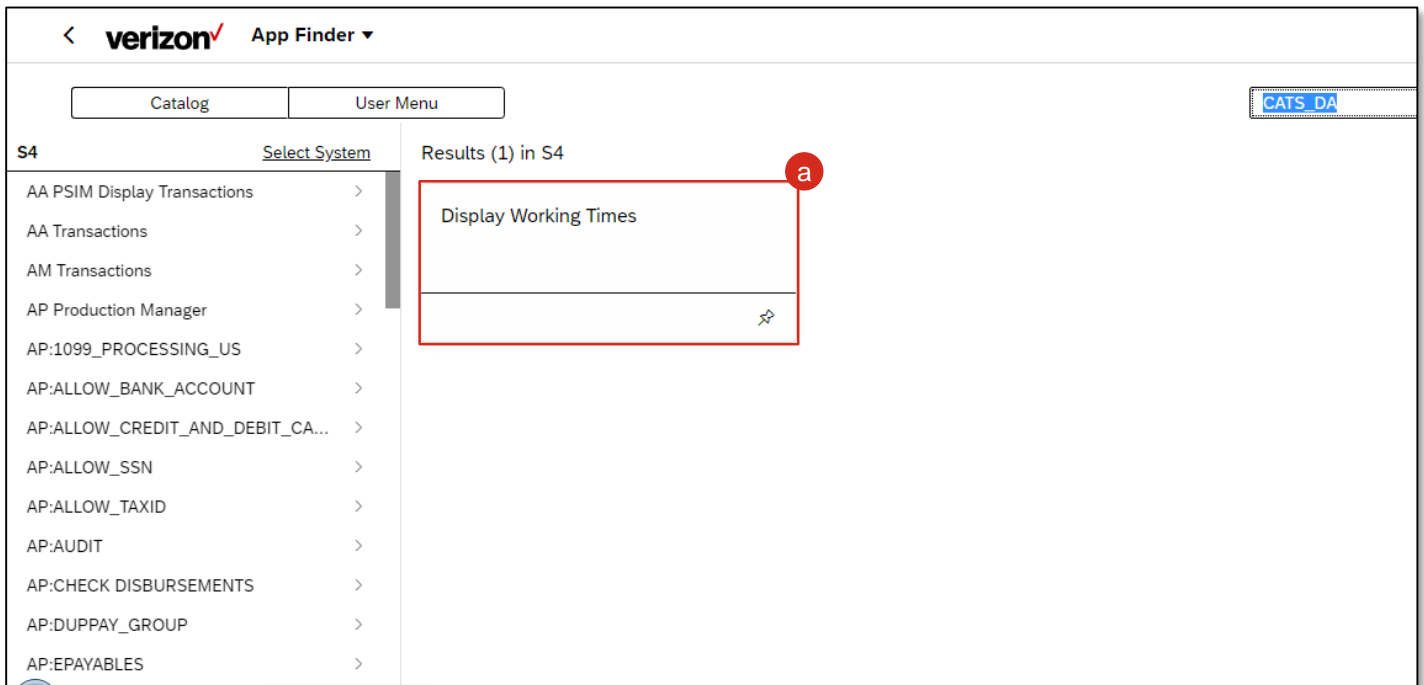
SAP provides two main time management reports:

1. **CATS_DA** - Display Working Times: Displays all the timesheet data details that have been filled by personnel.
2. **CATC** - Time Sheet: Time Leveling: Displays list of personnel who have not filled timesheet data or filled fewer or more hours.

Let us first understand the steps to run the CATS_DA time management report.

Open the **CATS_DA** report to view timesheet data filled by personnel. You can validate timesheet data of specific personnel or posted on a WBS or cost center.

- a. Search for GUI transaction code **CATS_DA** and click the **Display Working Times** app.



Manage Timesheets

SAP Fiori Quick Reference Guide (QRG)

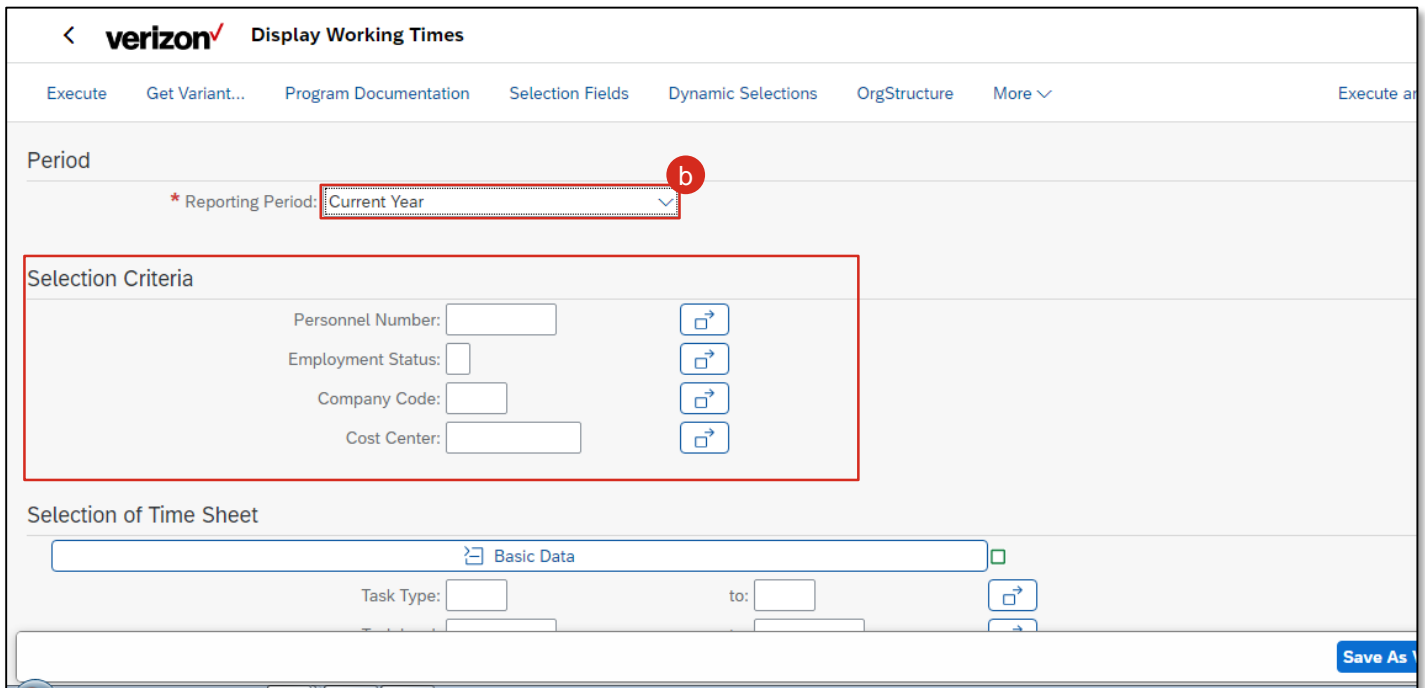
Audience: Capital Labor Accountants and Time Sheet Reporters

Process 4 - Run Time Management Reports

b. Click the **Reporting Period** drop-down. Select the relevant reporting period option. In this example, select the **Current Year** option from the **Reporting Period** drop-down.

Note:

- All the mandatory fields are marked with an asterisk.
- In the Selection Criteria section, you may enter the selection parameters for the report, as per business requirement.



Manage Timesheets

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Process 4 - Run Time Management Reports

- c. In the **Selection of Time Sheet** section, you may enter the range of the selection parameters for the report, as per business requirement. Select appropriate **Processing Status**. In this example, select the range of 10 to 40.

The screenshot shows the 'Display Working Times' application interface. The 'Processing status' field is highlighted with a red box and contains the value '10'. The 'to' field next to it contains the value '40'. A red circle with the letter 'C' is placed over the '40' value. Below the form, there are two expandable sections: 'Receiver account assgmt' and 'Sender Account Assignment'. At the bottom right, there are buttons for 'Save As Variant...' and 'Cancel'.

Manage Timesheets

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Process 4 - Run Time Management Reports

- d. In the **Output** section, you may select a saved layout of the report, as per business requirement.
- e. Click the **Save As Variant...** button to save the search criteria.
Note: You may save the set of search criteria as a variant. Whenever you want to run a report with the same search criteria, open the saved variant.

The screenshot displays the SAP Fiori 'Display Working Times' application. The top navigation bar includes the Verizon logo and the title 'Display Working Times'. Below the navigation bar, there are several tabs: 'Execute', 'Get Variant...', 'Program Documentation', 'Selection Fields', 'Dynamic Selections', 'OrgStructure', and 'More'. The main content area contains several input fields for search criteria, including 'Display Unit/Measure', 'Number (unit)', 'Processing status', and 'Short Text'. There are also dropdown menus for 'Receiver account assgmt', 'Sender Account Assignment', and 'Data Sources'. The 'Output' section is highlighted with a red box and contains fields for 'Conversion to Unit of Measure', 'Layout', and 'Document Flow Analysis'. A red circle 'd' points to the 'Layout' field. At the bottom right, there is a 'Save As Variant...' button and a 'Cancel' button, with a red circle 'e' pointing to the 'Save As Variant...' button.

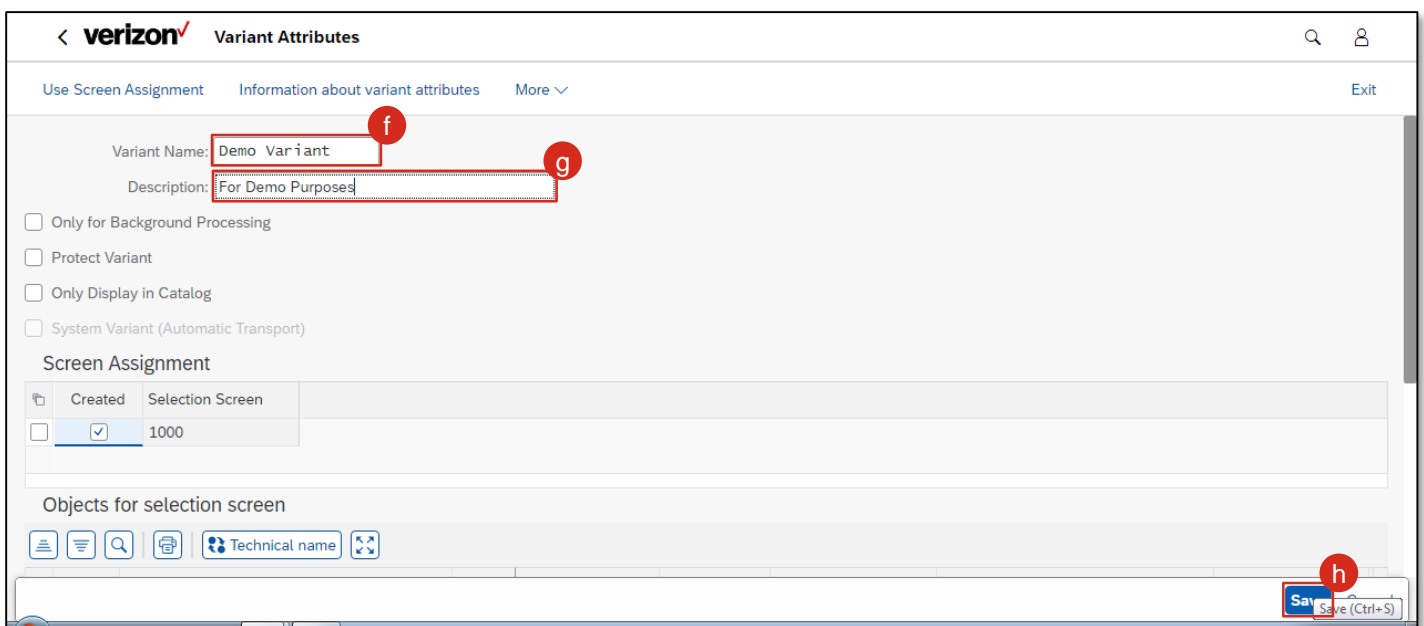
Manage Timesheets

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Process 4 - Run Time Management Reports

- f. Enter the desired **Variant Name**. In this example, enter Demo Variant.
- g. Enter the desired **Description**. In this example, enter **For Demo Purposes**.
- h. Click the **Save** button.



The system displays message "**Variant DEMO VARIANT saved**".

Manage Timesheets

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Audience: Capital Labor Accountants and Time Sheet Reporters

Process 4 - Run Time Management Reports

- i. Click the **Execute** button to view the output.

The screenshot shows the SAP Fiori 'Display Working Times' application. The top navigation bar includes the Verizon logo and the title 'Display Working Times'. Below the navigation bar, there are several tabs: 'Execute' (highlighted with a red box and a red circle with the number 1), 'Get Variant...', 'Program Documentation', 'Selection Fields', 'Dynamic Selections', and 'More'. On the right side of the navigation bar, there are 'Execute and Print' and 'Exit' buttons. The main content area is divided into three sections: 'Period' with a 'Reporting Period' dropdown set to 'Current Year'; 'Selection Criteria' with input fields for 'Personnel Number', 'Employment Status', 'Company Code', and 'Cost Center', each with a selection icon; and 'Selection of Time Sheet' with a 'Basic Data' dropdown, 'Task Type', and 'Task Level' fields, each with a selection icon. At the bottom, a status bar shows a checkmark, the text 'Variant DEMO VARIANT saved', a 'View Details' link, and a 'Save As Variant...' button with a 'Cancel' button next to it.

Manage Timesheets

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Process 4 - Run Time Management Reports

j. Scroll and view the complete report.

Note: Some of the basic functions available in the report are:

- Change Data: Change timesheet data for specific user.
- Display Document Flow: Display change history for each user.
- Change Display: Change display based on the processing status of the users.
- Additional Functions: View more available functions.
- Full Screen: View this report in full screen.

Name of employee	Additional Functions	Pers.No.	Date	Status	Text for Rejection Reason	Task Type	Task level	Task component
Semoria Anderson		1184935	05.02.2021	✓		Consulting	Consulting L1	Double Time Hourly Rate
			04.02.2021	✓				
			03.02.2021	✓				
			02.02.2021	✓				
			01.02.2021	✓				
Sanjay Arasanagatta Jayappa		1184935	22.01.2021	✓				
			21.01.2021	✓				
			20.01.2021	✓				
			19.01.2021	✓				
			18.01.2021	✓				

k. Click the Additional Functions icon to view more functions that you can perform on the report.

Name of employee or applicant	Additional Functions	Pers.No.	Date	Status	Text for Rejection Reason	Task Type	Task level	Task component
Semoria Anderson		1184935	05.02.2021	✓		Consulting	Consulting L1	Double Time Hourly Rate
			04.02.2021	✓				
			03.02.2021	✓				

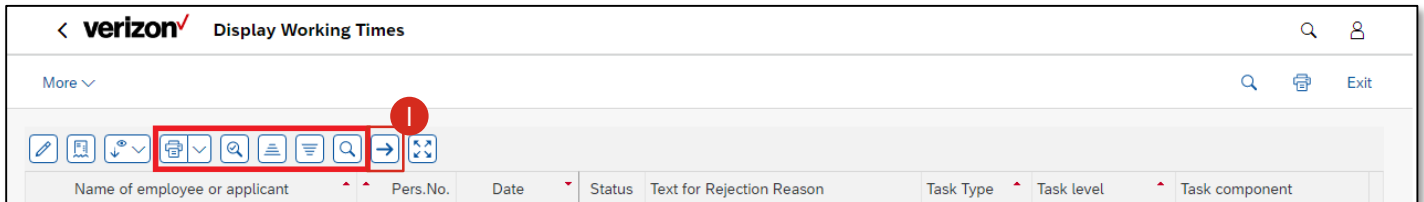
Manage Timesheets

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Process 4 - Run Time Management Reports

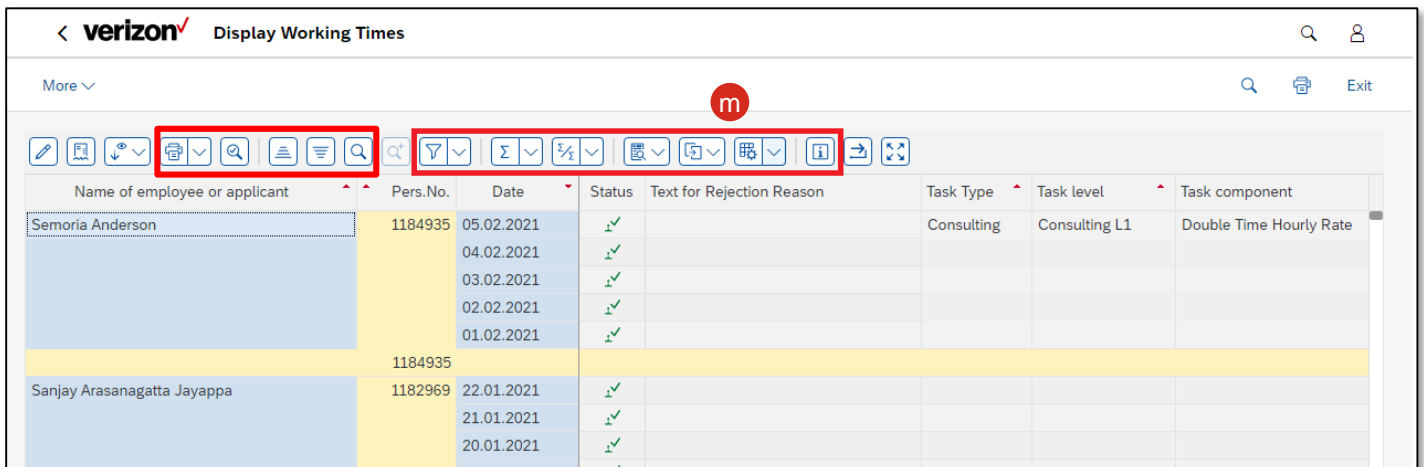
l. Click the **Additional Functions** icon.



m. Explore all additional functionalities.

Note: The additional functions available in the report are:

- Print: Print the report and/or send it through email.
- Details: Display user's details of the selected user.
- Sort in Ascending Order: Sort the records in ascending order based on the selected criteria.
- Sort in Descending Order: Sort the records in descending order based on the selected criteria.
- Find: Search for a term in the report.
- Set Filter: Filter the report based on the desired criteria.
- Total: Display total, mean value, maximum or minimum value of the selected rows.
- Subtotals: Display subtotals of the selected values.
- View: View the report in grid or list format.
- Export: Export the report in any of the available formats.
- Choose Layout: Choose, change, save, and manage layouts.
- End User Documentation: View online help documentation to learn more about it.



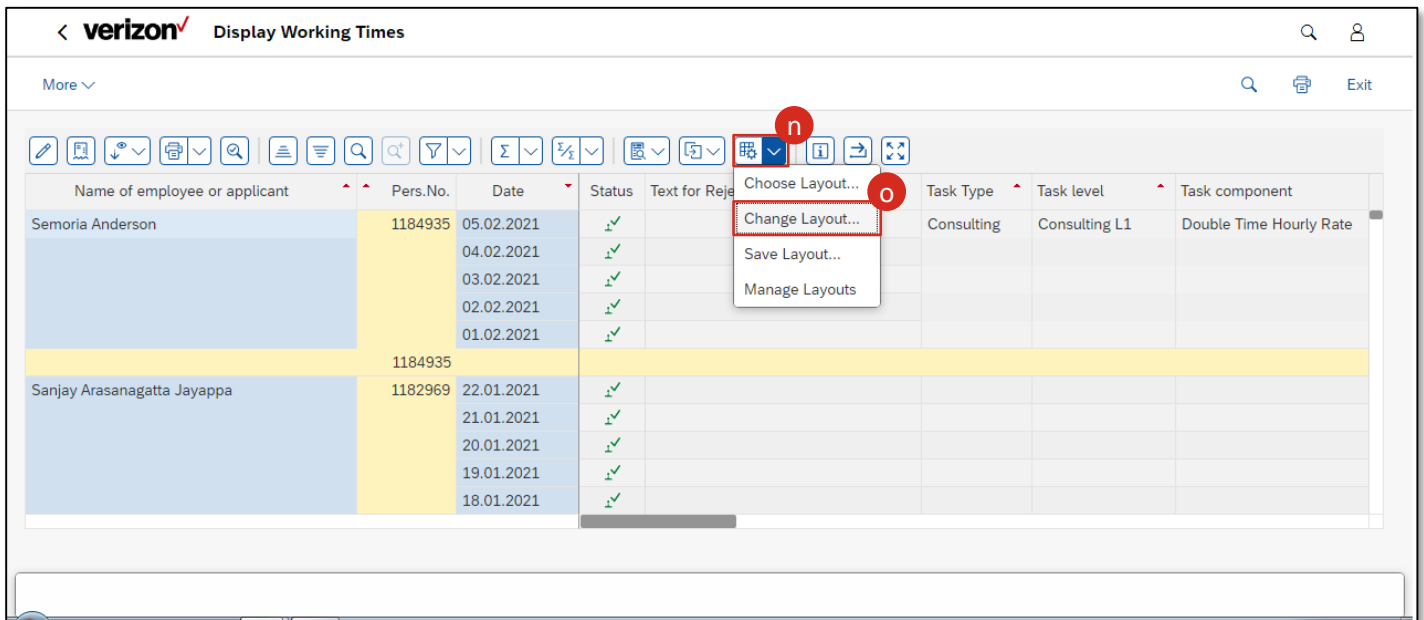
Manage Timesheets

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Process 4 - Run Time Management Reports

- n. Click the **Choose Layout** drop-down.
- o. Select the **Change Layout** option.



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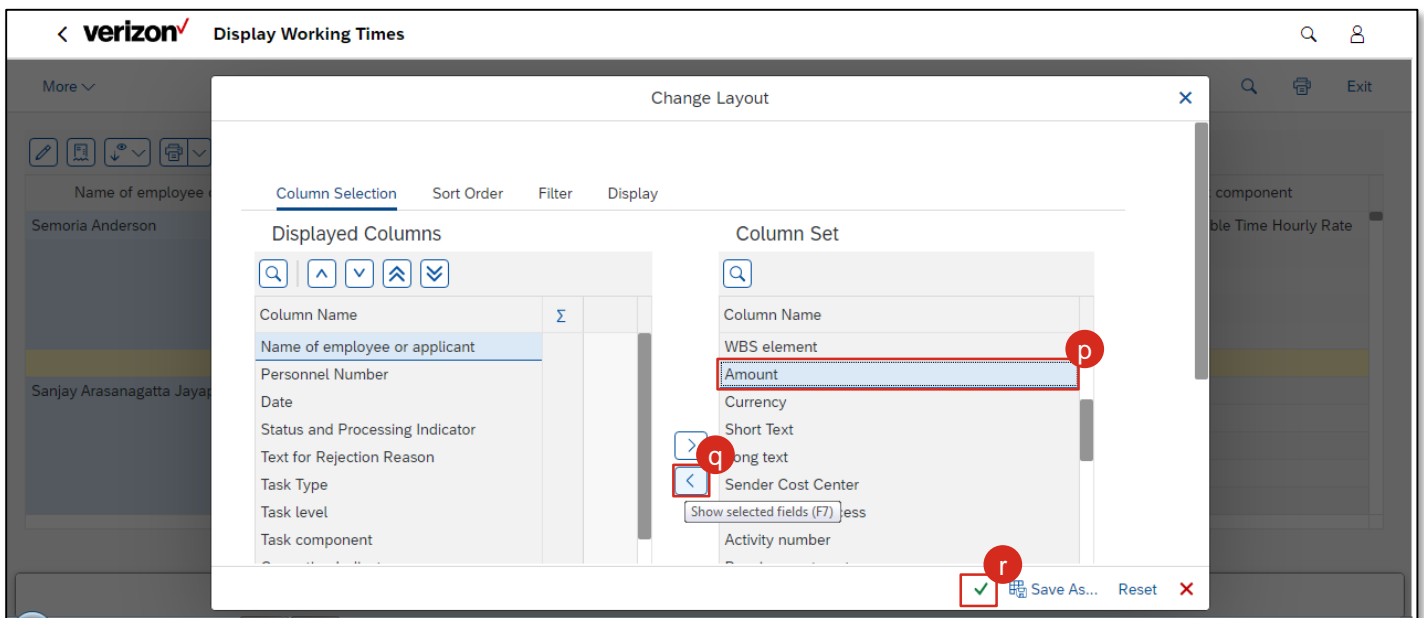
Audience: Capital Labor Accountants and Time Sheet Reporters

Process 4 - Run Time Management Reports

The Displayed Columns appear on the left and the Column Set on the right.

Note: To add more columns to the report, select the desired columns from the right panel and transfer them to the Displayed Columns. Similarly, to remove any columns from the report, select the desired columns from the left panel and transfer them back to the Column Set.

- p. Scroll down to the desired column to be added to the report. In this example, click the **Amount** field.
- q. Click the **Show selected fields** icon to include it in the report.
Note: You may save this layout to re-use the same layout in further reports.
- r. Click the **Adopt** button to view changes in the report.



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Process 4 - Run Time Management Reports

s. The **Amount** field appears at the end of the report.

Name of employee or applicant	Pers.No.	Date	Actv Code	Project definition	Location	Last name First name	Amo...
Semoria Anderson	1184935	05.02.2021	13A	VZ-00002725	0200282465	ANDERSON, SEMORIA	
		04.02.2021	13A	VZ-00002725	0200282465		
		03.02.2021	13A	VZ-00002725	0200282465		
		02.02.2021	13A	VZ-00002725	0200282465		
		01.02.2021	13A	VZ-00002725	0200282465		
1184935							
Sanjay Arasanagatta Jayappa	1182969	22.01.2021	04A	VZ-00002719	0200282474	ARASANAGATTA JAYAPPA, SANJAY	
		21.01.2021	04A	VZ-00002719	0200282474		
		20.01.2021	04A	VZ-00002719	0200282474		
		19.01.2021	04A	VZ-00002719	0200282474		
		18.01.2021	04A	VZ-00002719	0200282474		

t. Click the **Choose Layout** drop-down.

u. Select the **Save Layout** option.

Name of employee or applicant	Pers.No.	Date	Actv Code	Project definition	Location	Last name First name	Amo...
Semoria Anderson	1184935	05.02.2021	13A	VZ-00002725	0200282465	ANDERSON, SEMORIA	
		04.02.2021	13A	VZ-00002725	0200282465		
		03.02.2021	13A	VZ-00002725	0200282465		
		02.02.2021	13A	VZ-00002725	0200282465		
		01.02.2021	13A	VZ-00002725	0200282465		
1184935							
Sanjay Arasanagatta Jayappa	1182969	22.01.2021	04A	VZ-00002719	0200282474	ARASANAGATTA JAYAPPA, SANJAY	
		21.01.2021	04A	VZ-00002719	0200282474		
		20.01.2021	04A	VZ-00002719	0200282474		
		19.01.2021	04A	VZ-00002719	0200282474		
		18.01.2021	04A	VZ-00002719	0200282474		

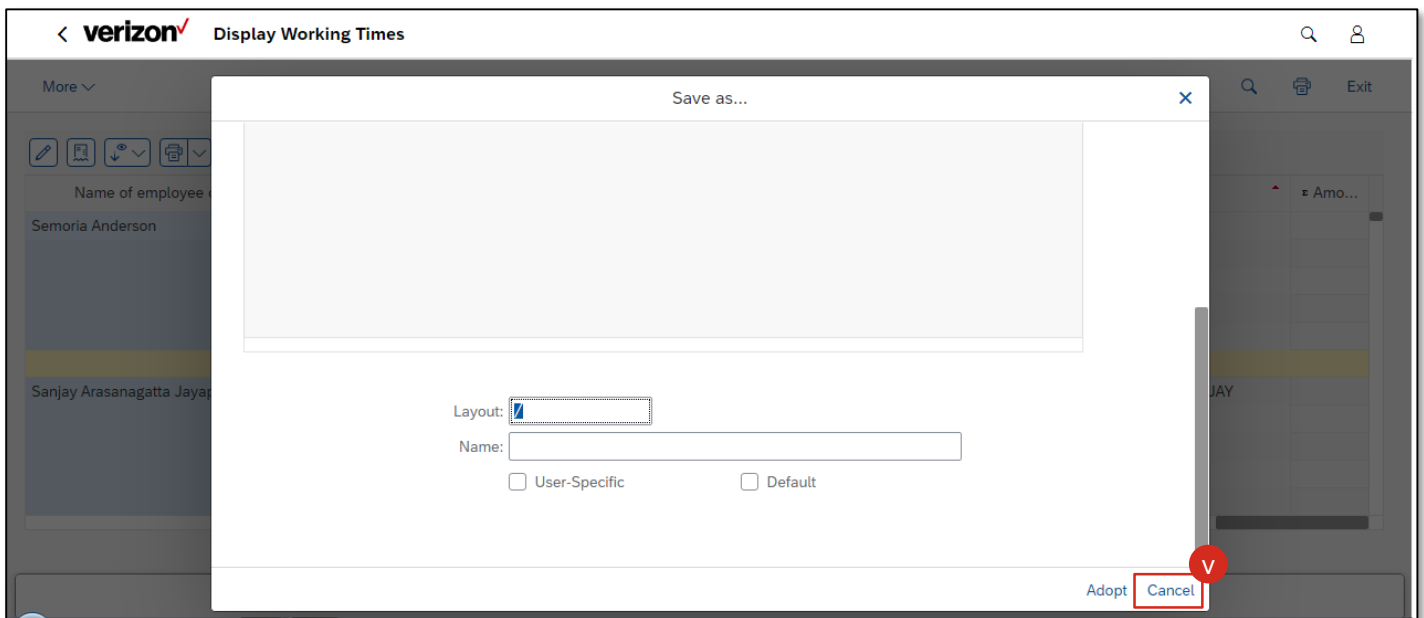
Manage Timesheets

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Process 4 - Run Time Management Reports

- v. The **Save as...** pop-up screen appears. Enter the desired name for the layout and save it. In this example, click the **Cancel** button.



Manage Timesheets

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Process 4 - Run Time Management Reports

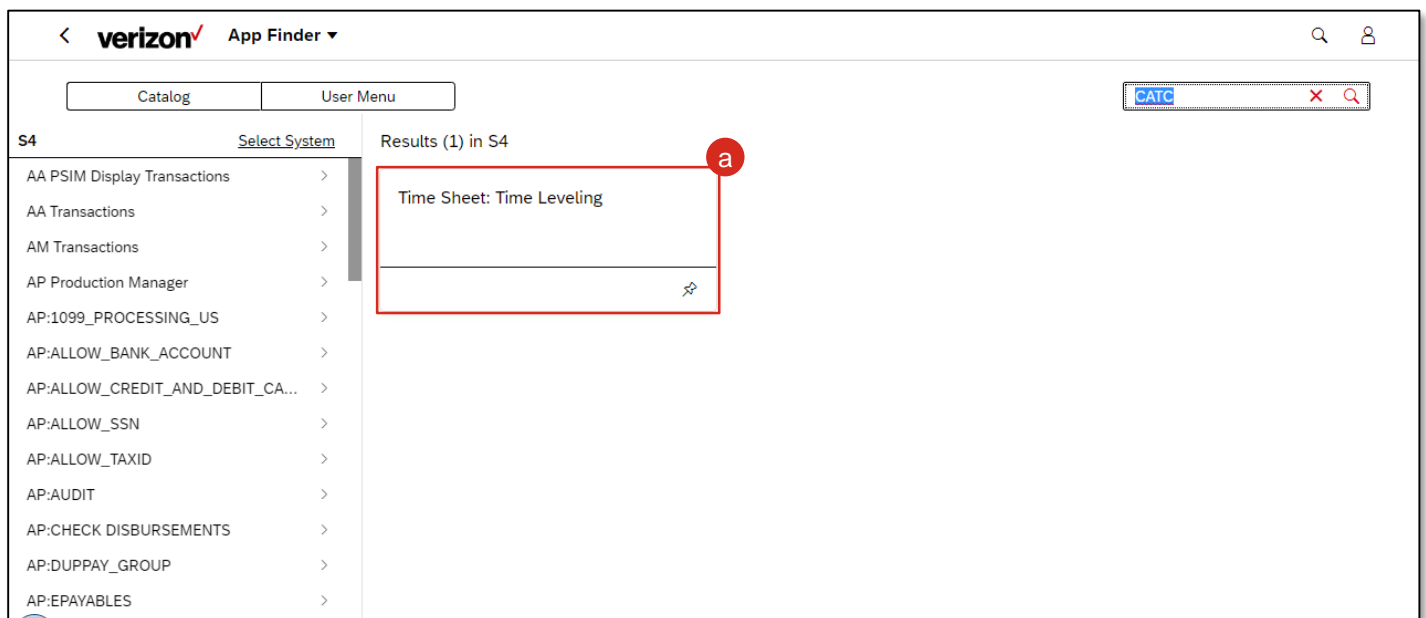
Now, let us understand the steps to run the CATC time management report.

Open the CATC report to view the missing timesheet data.

This is done through a batch job, wherein the list of defaulters is sent to their respective managers. This report also allows you to view missing timesheet data for individuals.

CATC report can send an email with the unfilled times weekly so the managers can keep track of which direct reports have outstanding timesheets.

- a. Search for GUI transaction code **CATC** and click the **Time Sheet: Time Leveling** app.



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b. In the **Period** section, select an appropriate radio button to select the period for the report, as per business requirements. In this example, select the **Other** period radio button and select March 2021 as report's period.

Note:

- You may click the Get Variant button to select a saved variant.
- To save a variant, enter the search criteria and click the Save as Variant button.

c. In this example, select **1-Mar-2021** in the **Period** field.

d. In this example, select **31-Mar-2021** in the **To** field.

Note: In the **Selection** section, you may enter the selection parameters for the report, as per business requirement.

e. Enter the personnel number to be searched in the **Personnel Number** field. In this example, enter **1042258**.

The screenshot displays the SAP Fiori 'Time Sheet: Time Leveling' interface. At the top, there is a navigation bar with the Verizon logo and the title 'Time Sheet: Time Leveling'. Below the navigation bar, there are several buttons: 'Save as Variant...', 'Get Variant...', 'Dynamic Selections', and 'More'. A search icon and a user icon are also present in the top right corner. The main content area is divided into two sections: 'Period' and 'Selection'. In the 'Period' section, there are six radio buttons: 'Today', 'Up to today', 'Other period', 'Current month', 'From today', and 'Current year'. The 'Other period' radio button is selected. Below the radio buttons, there are two date input fields: 'Period: 01.03.2021' and 'To: 31.03.2021'. In the 'Selection' section, there are four input fields: 'Personnel Number: 1042258', 'Employment status', 'Personnel area', and 'Controlling area'. Each input field has a search icon to its right. At the bottom right of the form, there is an 'Execute' button.

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- f. Scroll down and in the **Report Specific Selection of Employees** section, you may select the check box, as per business requirement.

The screenshot shows the SAP Fiori 'Time Sheet: Time Leveling' interface. At the top, there is a navigation bar with the Verizon logo and the title 'Time Sheet: Time Leveling'. Below the navigation bar, there are several tabs: 'Save as Variant...', 'Get Variant...', 'Dynamic Selections', and 'More'. The main content area contains several input fields for selection: 'Controlling area:', 'Cost center:', 'Organizational unit:', 'Administrator group:', and 'Time recording administrator:'. Each field has a corresponding selection icon. Below these fields, there is a section titled 'Report-Specific Selection of Employees' which is highlighted with a red box. This section contains a single checkbox labeled 'Employees required to record times in time sheet'.

- g. Scroll down and in the **Time Sheet Selection** section, you may select the relevant check box, as per business requirement.

The screenshot shows the same SAP Fiori 'Time Sheet: Time Leveling' interface. Below the 'Report-Specific Selection of Employees' section, there is a section titled 'Time Sheet Selection' which is highlighted with a red box. This section contains four radio button options: 'Select time sheets for which no times or quantities are recorded', 'Select time sheets with no times recorded', 'Select according to specified number of hours', and 'Select according to target hours'. Below the 'Time Sheet Selection' section, there is a 'Selection Control' section with two radio button options: 'Apply selection criteria to each day' and 'Apply selection criteria to period'. A 'Time Sheet Selection' button is visible at the bottom right of the 'Time Sheet Selection' section.

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h. Select the **Select according to Target Hours** radio button.

Note: You may select the relevant check box to report too few or too many hours, as per business requirement.

verizon Time Sheet: Time Leveling

Save as Variant... Get Variant... Dynamic Selections More

Time Sheet Selection

- Select time sheets for which no times or quantities are recorded
- Select time sheets with no times recorded
- Select according to specified number of hours
- Select according to target hours
 - Too few hours recorded
 - Too many hours recorded

i. In this example, select the **Select time sheets with no times recorded** radio button to list the defaulters.

j. In the **Selection Control** section, you may select the relevant check box, as per business requirement.

verizon Time Sheet: Time Leveling

Save as Variant... Get Variant... Dynamic Selections More

Time Sheet Selection

- Select time sheets for which no times or quantities are recorded
- Select time sheets with no times recorded
- Select according to specified number of hours
- Select according to target hours

Selection Control

- Apply selection criteria to each day
- Apply selection criteria to period

Time Settings

Period type: 2 Weekly data entry

Execute

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- k. Scroll down and in the **Time Settings** section, the values are auto-populated. You may change to relevant values, as per business requirement. In the **Calculate Non-Working Days** section, you may select the relevant radio button, as per business requirement.

The screenshot shows the 'Time Sheet: Time Leveling' interface. The 'Time Settings' section includes:

- Period type: 2 Weekly data entry
- Periods: 1
- First day of week: [empty]
- Profile: VZCBPS2
- Propose button

 The 'Calculate Non-Working Days' section includes:

- Calculate non-work. days by factory calendar
- Calculate non-working days by target hours

 A red box highlights the 'Time Settings' and 'Calculate Non-Working Days' sections, with a red circle labeled 'k' pointing to the 'Time Settings' area.

- l. Scroll down and in the **Output** section, you may select a saved layout of the report, as per business requirement.
- m. Click the **Execute** button.

The screenshot shows the 'Time Sheet: Time Leveling' interface. The 'Target Hours' section includes:

- Time type target hours: [empty] Sub. HR hours Add overtime
- Upward tolerance: [empty] %
- Downward tolerance: [empty] %
- Profile: VZCBPS2
- Propose button

 The 'Output' section includes:

- Layout: [empty]
- Display all time sheets
- Send mail:

 A red box highlights the 'Output' section, with a red circle labeled 'l' pointing to the 'Layout' field. At the bottom right, there is an 'Execute' button with a red circle labeled 'm' pointing to it.

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For the given personnel number, timesheet data is missing for all the listed time periods. You may double-click each entry to view details of that period.

- n. Click the **back** icon to return to the Time Sheet: Time Leveling screen.

The screenshot shows the SAP Fiori 'Time Sheet: Time Leveling' interface. At the top left, there is a red circle with the letter 'n' next to a back icon. The title bar reads 'verizon Time Sheet: Time Leveling'. Below the title bar is a toolbar with various icons and a 'More' dropdown. The main content area displays a 'Period' of '01.03.2021-31.03.2021'. Below this is a table with the following data:

Pers.No.	Name of employee or applicant	From date	To Date
1042258	Edward Cairney	01.03.2021	07.03.2021
1042258	Edward Cairney	08.03.2021	14.03.2021
1042258	Edward Cairney	15.03.2021	21.03.2021
1042258	Edward Cairney	22.03.2021	28.03.2021
1042258	Edward Cairney	29.03.2021	31.03.2021

Manage Timesheets

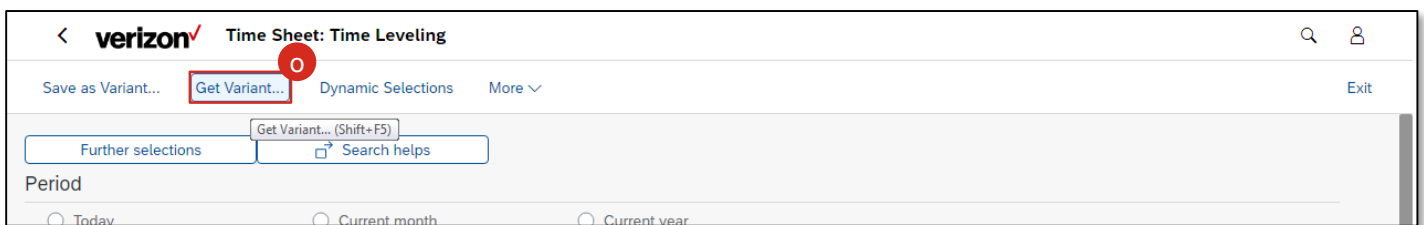
SAP Fiori Quick Reference Guide (QRG)

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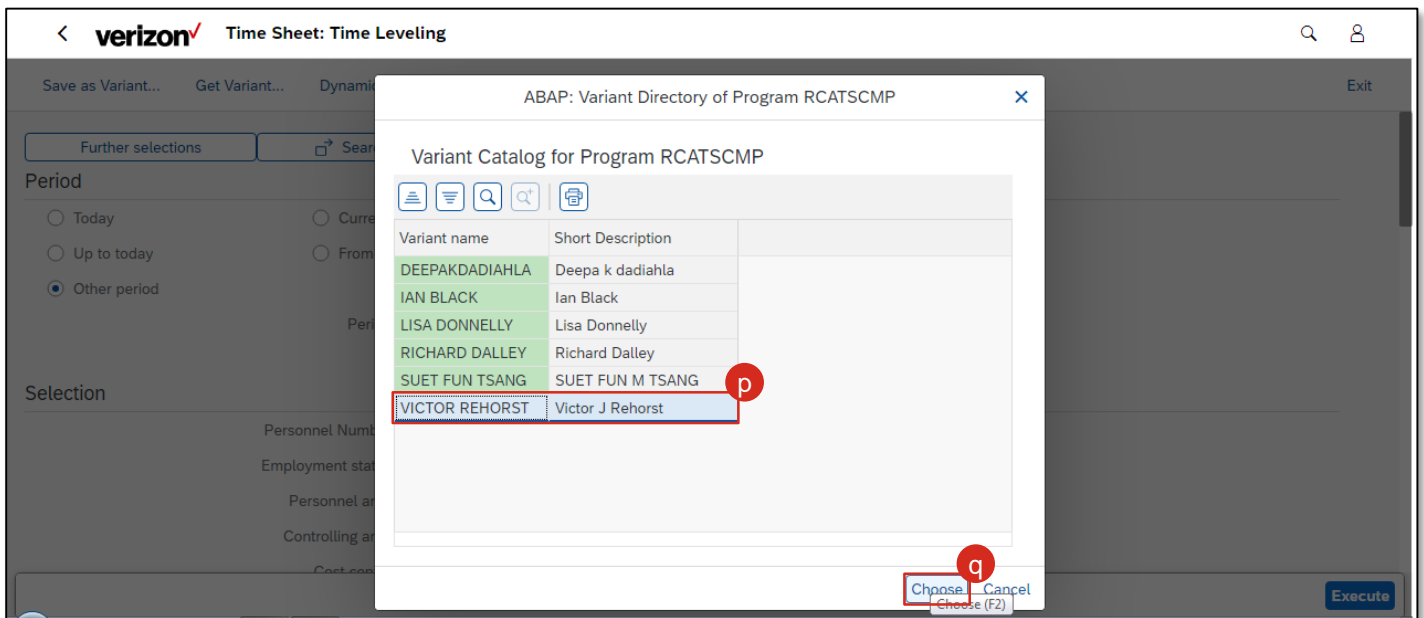
Process 4 - Run Time Management Reports

Since this report is run as a batch job, variants are created beforehand. This ensures that those who do not fill timesheet data, their respective managers are informed about it via email.

- o. Click the **Get Variant...** Button to view an existing variant.



- p. The **ABAP: Variant Directory of Program RCATSCMP** pop-up screen appears displaying the existing variants. Select the variant to view its details. In this example, select the **VICTOR REHORST** option.
- q. Click the **Choose** button.



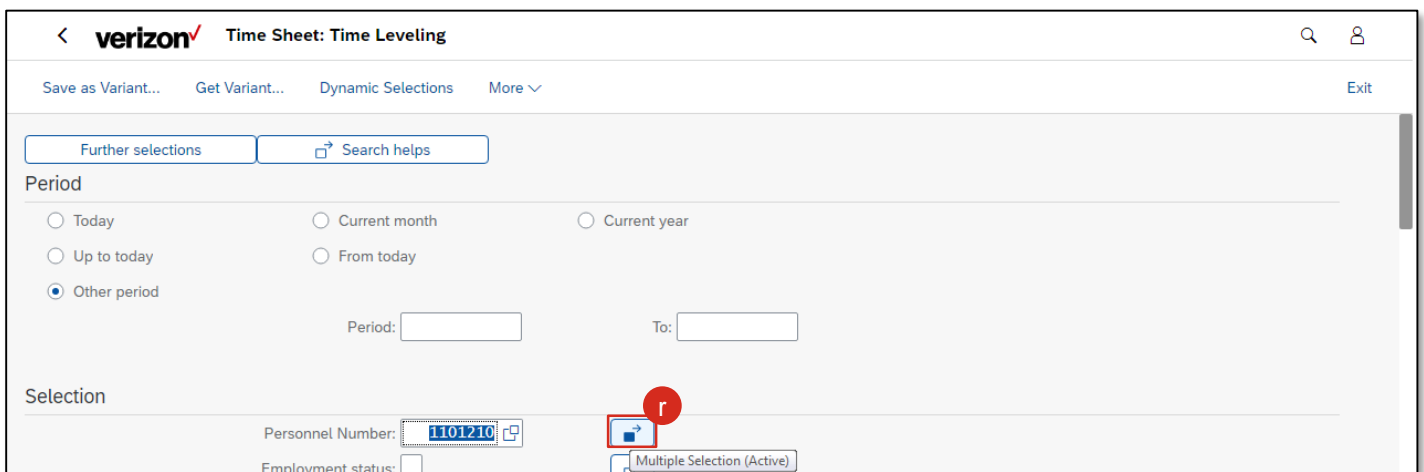
Manage Timesheets

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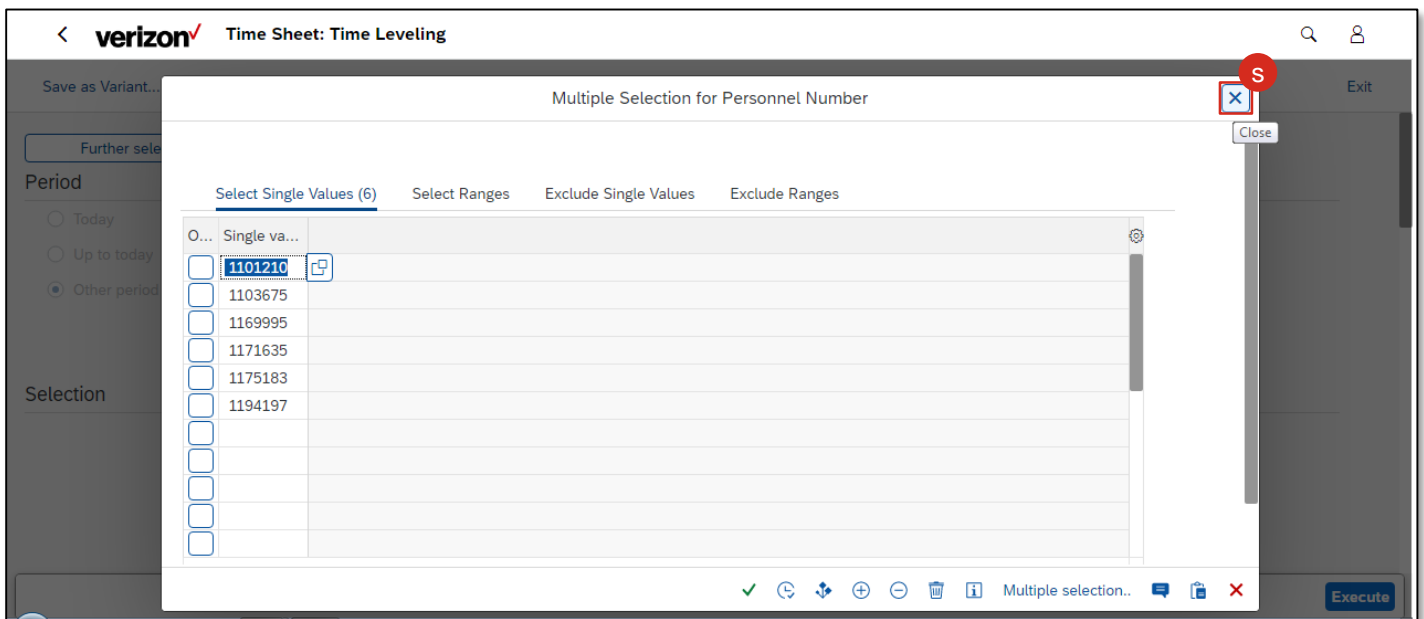
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- r. Click the **Multiple Selection** icon to view the list of team members given in this variant. The **Multiple Selection for Personnel Number** pop-up screen appears. This is the list of team members of the given manager.



- s. Click the **Close** icon.



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- t. Scroll down and select the **Send mail** check box to notify their manager by email, if any of them fail to enter their timesheet data.
Note: You may change other parameters as per business requirements.
- u. Click the **Execute** button.

The screenshot displays the SAP Fiori 'Time Sheet: Time Leveling' application. The interface includes a navigation bar with the Verizon logo and the title 'Time Sheet: Time Leveling'. Below the navigation bar, there are options for 'Save as Variant...', 'Get Variant...', 'Dynamic Selections', and 'More'. The main content area is divided into sections: 'Calculate non-working days by target hours' (with a radio button), 'Target Hours' (with input fields for 'Time type target hours', 'Upward tolerance', and 'Downward tolerance', and checkboxes for 'Sub. HR hours' and 'Add overtime'), and 'Output' (with a 'Layout' field and a 'Display all time sheets' checkbox). The 'Send mail' checkbox is checked and highlighted with a red box and a red circle containing the letter 't'. At the bottom right, there is a blue 'Execute' button highlighted with a red circle containing the letter 'u'.